

**At Heartland Community College**

1500 W. Raab Rd.  
Normal, IL 61761  
Phone: (309) - 268 - 8664  
Fax: (309) - 268 - 7986

[www.icisp.org](http://www.icisp.org)

## ICISP Canterbury, England 2025/26 AY Study Abroad Liaison

The Illinois Consortium for International Studies and Programs (ICISP) is pleased to provide a professional development opportunity for faculty members of ICISP-member institutions. Since 1994, ICISP has been working with Canterbury Christ Church University (CCCU) in Canterbury, England. This position provides faculty or staff from member institutions the opportunity to experience first-hand living and interacting with students and colleagues in an international setting.

*This opportunity is contingent upon sufficient student enrollment  
Tentative dates are 3<sup>rd</sup> week of September & 3<sup>rd</sup> week of January*

### **Responsibilities**

The Liaison will travel with the students and stay in Canterbury for one week to assist in student transition and acclimation. Study Abroad Liaisons will be expected to fulfill the following responsibilities:

- Attend student orientation prior to program (held one Saturday in November)
- Communicate with students prior to the recommended flight about airline check-in
- Travel on the recommended flight and serve as resource for students during travel
- Assist students with the adjustment to living in a different culture
- Assist with coordination of orientation activities
- Perform administrative duties of the ICISP program as needed
- Provide advisement to students as needed
- Assist students in solving problems which arise and communicate with the ICISP coordinator

### **Compensation**

Study Abroad Liaisons will receive compensation as follows:

- **Salary** - Paid by home college, if applicable
- **Housing** – Stipend provided by ICISP (up to \$1,050)
- **Transportation** -
  - Roundtrip economy international airfare from Chicago O’Hare to London Heathrow is paid by ICISP (up to \$1000)
  - Transportation with students from Heathrow to Canterbury is paid by ICISP
  - Return train from Canterbury to Heathrow is paid by ICISP
  - *Transportation to/from Chicago O’Hare airport is the responsibility of the Liaison*
- **Meals**
  - Responsibility of the Liaison

## Qualifications

Study Abroad Liaisons should demonstrate:

- Good interpersonal relations with students and colleagues
- Commitment to professional development
- Flexibility and ability to adapt to different cultural settings
- *Travel experience preferred*

## Application

Interested parties should submit the following to Karen Huber ([karen.huber@heartland.edu](mailto:karen.huber@heartland.edu)):

- Letter of Interest
- Curriculum Vitae (limited to three pages)
- Notice of Institutional Support (below)

**CIRCLE:** Are you interested in **FALL 2025** or **SPRING 2026** or available for **EITHER** Semester?

The deadline for receipt of all materials is **DUE October 30, 2024**. Incomplete or late applications will not be considered.

*The Illinois Consortium for International Studies and Programs (ICISP) recognizes that systemic racism is pervasive within our society and actively commits to advancing anti-racist practices by creating an environment that is inclusive to all, celebrates and honors diversity, and promotes individual growth and social responsibility for success in a global world. ICISP strives to eliminate structural racism and inequities within the organization, education abroad, global professional development programming, and campus internationalization efforts.*

**Those applicants selected for an interview will be notified by telephone. In the event of a very large pool, there will be a two-step interview process, with the first round of interviews to be conducted by telephone. Finalists will be interviewed via Zoom.**

Are you applying for other visiting faculty positions or plan to lead study abroad programs during AY2025-26?

Yes

No

If yes, please specify the time of the assignments and destination.

Have you served as ICISP visiting faculty in the past?

Yes

No

If yes, specify what year and country/program.

Applicant's Name \_\_\_\_\_

Discipline(s) \_\_\_\_\_

Home College \_\_\_\_\_

Campus Address \_\_\_\_\_

Campus Phone \_\_\_\_\_ Campus Email \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Home Email \_\_\_\_\_

**Applicant signature, date:** \_\_\_\_\_

**Division/Dept. Chair signature, date:** \_\_\_\_\_

**Academic Dean signature, date:** \_\_\_\_\_

**Vice-President/CAO signature, date:** \_\_\_\_\_

**Campus ICISP Rep. signature, date:** \_\_\_\_\_

Please email completed applications by no later than October 30, 2024 to:

Karen Huber, ICISP

Email: [Karen.huber@heartland.edu](mailto:Karen.huber@heartland.edu)

**Mailing address:**

Karen Huber

ICISP

Heartland Community College

1500 West Raab Rd, Normal, Illinois 61761-9446

Phone number: (309) 268-8681; Fax number: (309) 268-7981

For more information about this program, please contact:

Zach Petrea, ICISP Canterbury Program Coordinator

Email: [zach.petrea@heartland.edu](mailto:zach.petrea@heartland.edu)

Phone: 309-268-8613