



Ghana Study Abroad Summer 2025 Faculty Facilitator Information and Application

General Information

Faculty members selected for this appointment will be provided housing in the residence with the student participants. The faculty accommodations include a private room with attached bathroom, and use of kitchen facilities. Students will live in the same residence, and daily contact between students and the Faculty Facilitator during the course of daily activities is frequent. Faculty members are not able to bring a spouse/partner or children during the dates of the program. Spouses/partners and children may join the faculty member after the program end date; however, Oakton College, EDU Africa, University of Ghana, and any associated program providers are not responsible for accommodations or services after the program end date. Applicants for the Faculty Facilitator position should consider the living arrangements prior to applying.

Please note that a minimum number of students must sign up for the summer program to run. Faculty selected for the summer program will be notified by the end of March if this minimum requirement has been met. Before applying, please confirm that this condition is an acceptable one for you and your college.

Due to the dynamic and rapidly evolving COVID-19 situation, applicants should note that requirements regarding masks, vaccines, entry requirements to Ghana, and optional travel outside of Ghana can change at any time. Currently, applicants selected for this program are required to be vaccinated against COVID-19 to attain a Ghanaian Visa and enter Ghana. Additionally, the program may be cancelled, or early departure may be required due to the COVID-19 pandemic. Oakton will communicate closely with students and the selected applicant regarding these issues before and during the program. Travel insurance is strongly encouraged for the applicant selected for this position. Note that proof of yellow fever vaccination is also required to enter Ghana.

Faculty Facilitator Responsibilities

Faculty assigned to this program will be expected to fulfill the following responsibilities:

- Oversee and provide leadership for the program and student service needs of students in Ghana.
- Assist students with the adjustment to living in a different culture.
- Assist with coordination of activities and field trips of the academic program with appropriate individuals from EDU Africa and the University of Ghana.
- Serve as chaperone on all field trips.
- Monitor students' independent travel.
- Perform administrative duties of the program as needed.
- Provide advisement to students as needed.
- Through the appropriate officers of Oakton College, EDU Africa and the University of Ghana, assist in solving problems which arise for personnel.



- Provide all appropriate information and communicate regularly with Oakton's global studies coordinator.
- Attend the student orientations prior to departure (typically three in April / May).
- Assist with recruiting future participants.
- Assist with future faculty/student orientation sessions.
- Other duties as assigned.

One of the primary responsibilities of the Faculty Facilitator is to assist the students participating in the program. As such, the Faculty Facilitator is required to restrict personal travel to those times when classes and/or cultural excursions are not in session. Faculty members should not commit to teaching any on-line courses at their home institution while assigned to this program. Faculty assigned to this program will be required to sign an agreement verifying that the above responsibilities are understood and agreed upon.

Compensation

The Faculty Facilitator agrees to the following compensation arrangements:

- Salary: Paid by home college, as determined by home institution policies.
- Program fee (including housing, food, field trips, entrance fees): Paid through student participant fees.
- Airfare and transportation to host institution: Roundtrip economy international airfare is paid for through student participant fees. Transportation to/from the U.S. departure airport is the responsibility of the Faculty Facilitator.
- Extra Allowance: Optional by home college



**Application for the Faculty Facilitator Position Summer 2025
Accra, Ghana**

Name _____

Discipline(s) _____

Home College _____

Campus Address _____

Campus Phone _____ Fax _____

Campus E-Mail _____

Home Address _____

Home Phone: _____ Cell Phone _____

Home E-Mail: _____

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

Yes

No

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

In addition to the above application, interested candidates must also include:

- A cover letter outlining the following:
 - why they wish to serve as the Faculty Facilitator to the program in Ghana;
 - what they wish to accomplish while in Ghana
 - how they expect the experience to impact their professional development; and
 - previous international experience, particularly in Ghana or on the continent of Africa, if any. Though not a requirement, previous experience in Ghana is a strong preference for this position.
- A curriculum vitae limited to three pages.



The deadline for receipt of all materials is October 30, 2024. 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 in person at Oakton College (or other mutually agreed upon location, to be determined).

Applicant signature, date: _____

Academic Dean signature, date: _____

Vice-President/CAO signature, date: _____

All applications must be submitted by email. Please email completed applications to:

Donovan Braud, PhD

Email: dbraud@oakton.edu

Phone number: (847) 376-7026

and Cc: Karen Huber, Program Assistant, ICISP

Email: karen.huber@heartland.edu

For more information about this program, please contact:

Donovan Braud, PhD

Email: dbraud@oakton.edu

Phone number: (847) 376-7026