

ISLE Program Assistant Position

The ISLE Program accepts applications for Fall and Spring Program Assistant positions starting from the fall 2012. This is an opportunity for exceptional former students to further their studies of Sri Lankan society and culture while acting as assistant to the Program. The Program Assistant receives pre-departure orientation from the Executive Director. S/he helps the Executive Director in students' pre-program preparations. In Sri Lanka, s/he must maintain close cooperation with the Faculty Director, and assist in operational, administrative and disciplinary aspects of the program as requested by the Faculty Director. It is essential that s/he keeps the Faculty Director informed of students' concerns in the areas of academics, host families and daily life. The Program Assistant serves in the dual role of students' peer and guidance counselor. Program Assistants' responsibilities to ISLE end soon after the conclusion of the program, unless alternative arrangements are approved in advance by the Executive Director.

The final decision about the assistant position for fall programs is made in the month of March. It is possible that the finalists will be interviewed for this position. If you applied recently for the assistant position, you may not need to request recommendations again.

SPECIFIC RESPONSIBILITIES

- Participation in pre-Program preparations, planning and student orientation, and communication with students and parents by letter, e-mail, and phone;
- Super-vision and assistance for students during travel from the U.S. to Sri Lanka and on field trips;
- Regular contacts with all students and host families during the Program, and help with students' personal and social problems arising in their adjustment to the Sri Lanka environment;
- Attendance in Program classes including assistance to professors, and assistance with students' academic concerns;
- Encouragement of students to explore their surroundings, accompanying them on such explorations whenever possible;
- Photographing, videoing, and documenting various program activities and sending them to the administrator
- Helping the librarian with Program library resources and equipment including cataloguing and shelving new books and keeping track of existing collection;
- Collecting grades at the end of each session and supervising students to send their course evaluations at the end of each term, home-stay and program evaluations at the end of the program electronically to the administrator; and
- Pre-paration of a final report for the Faculty Director and the ISLE Faculty Board, identifying activities performed, evaluating Program operations during the semester, and suggesting possible tips to future Program assistants.

COMPENSATION

Compensation for a Program Assistant consists of round-trip airfare from the U.S. to Sri Lanka, housing and meals at the ISLE Center, and field trip expenses during the Program, and \$3,000 for personal expenses and health insurance in Sri Lanka. The stipend is paid in USD prior to departure from the U.S. unless requested to be paid in rupees in Sri Lanka. Proof of health insurance must be provided before departure from the U.S.

How to Apply

The application consists of the following materials:

- Current resume
- Essay in which you respond to the job description and the following questions:
 - What about your ISLE experience has prompted you to want to go back to Sri Lanka as a Program Assistant?
 - What do you feel would be your most significant contributions as an ISLE Assistant? And your greatest challenges?
 - What else should we know about you that would clarify your interests and capabilities with regard to the Assistant position?
 - How do you balance your interaction with the students, director and the rest of the staff at the Center?
- Two letters of recommendation
 - One from the Program Director during the year you participated as a student
 - One from a faculty member at your college, preferably the college's campus representative for the ISLE Program
- Transcript of your college work
 - Please include your academic record on the ISLE Program. If this is not included on your college transcript, indicate the courses you enrolled in and the grades you received

Deadlines for sending applications: Fall program - March 1 & Spring program - October 15.