

**PACIFIC LUTHERAN UNIVERSITY  
WANG CENTER FOR GLOBAL EDUCATION**

**POLICIES AND GUIDELINES:**

**SHORT-TERM PROGRAM ASSISTANT PROFESSIONAL DEVELOPMENT OPPORTUNITY**

*Approved by Provost, GEC and PLU Human Resources on 2/16/2016*

PLU's Short-Term Study Away Program Assistant program was created in 2003 as part of the university's global and cross-cultural education initiatives. Administered through the Wang Center, it aims to provide PLU faculty and staff with a demonstrated interest in global education with the opportunity to participate in one of PLU's short-term programs in a support capacity. The program aims to provide faculty and staff with a first-hand experience of PLU's study away opportunities. Additionally, it is designed to continually broaden and deepen the understanding, within the PLU community, of the institution's mission-driven commitment to global education.

Because the Program Assistant serves in a faculty-support capacity, faculty or staff that are selected for the opportunity will have their time be considered paid work time (not vacation) and the university will cover their travel expenses. For staff, vacation and sick time will continue to accrue but no overtime will be paid.

The following outlines the guidelines, policies and procedures for the application, selection, duties and responsibilities of Program Assistants for PLU's Short-Term programs.

**Eligibility**

Contingent on pre-approval of staff supervisors and VPs and faculty Chairs and Deans as appropriate, all PLU faculty and staff that have been employed by the university for at least one-year are eligible to apply for the Short-Term Program Assistant Program.

**Application**

To be considered for the Short-Term Program Assistant Professional Development Opportunity, all candidates must submit the completed application form to Megan Grover, Assistant Director and Short-Term Study Away Program Manager, by May 1, 2017.

**Selection Process**

Because the number of applications generally exceeds the number of opportunities available, the following criteria will guide the selection of Short-Term Program Assistants. The highest priority will be given to candidates whose participation in the Short-Term Program Assistant Professional Development Opportunity will have a measurable impact on the future of PLU's Global Education efforts. Special consideration will be given to faculty intending to lead a study away program in the future and to staff members that have not previously served as Short-Term Program Assistants. Other selection criteria include: the need for gender balance, for a unique program or site-specific skill set, or for a second PLU representative in the case of a large program (over twelve students). Because the program was conceived as a PLU employee

professional development opportunity, faculty spouses and partners that are not PLU employees normally will not be approved as Program Assistants. NOTE: Non-PLU faculty spouses or partners are eligible for travel under “PLU’s Policy and Guidelines for Accompanying Adults.” See: <http://www.plu.edu/wang-center/wp-content/uploads/sites/227/2014/11/policy-accompanying-persons.pdf>

To maintain consistency, transparency and fairness in the program, Short-Term Program Leaders may recommend a Program Assistant candidate but their selection is not guaranteed. Final review and approval of selected Program Assistants will be made by the Executive Director of the Wang Center in consultation with the Director of the Human Resources and the Provost.

### **Notification of Selection**

All applicants will be notified of the outcome of their applications no later than October 1, 2017.

### **Program Assistant Duties and Responsibilities**

Selected Program Assistants participate in all pre-departure orientations and are expected to carry out their assistant role for the full duration of the program. On-site, Program Assistant duties and responsibilities will be determined in consultation with the program leader and may range from administrative and logistical support to taking the lead in a crisis management situation. Selected Program Assistants should submit a one-page reflection on their experience to the Assistant Director and Short-Term Study Away Program Manager within thirty days of the end-date of the program in which they participated.

### **Travel Accommodations and Restrictions**

Please note the following notes on travel accommodations, limitations and restrictions:

- Program assistants normally receive private accommodations
- Travel plans normally do not deviate from established group travel
- Seat upgrades or other personal preferences for food or lodging will be at the Program Assistant’s own expense
- Program assistants normally do not travel with accompanying partners or minors.
- ADA needs and requirements are consistent with “reasonable accommodations” policy and may or may not be available outside the U.S. thus hindering participation

**PACIFIC LUTHERAN UNIVERSITY**  
**WANG CENTER FOR GLOBAL EDUCATION**  
**APPLICATION**  
**SHORT-TERM PROGRAM ASSISTANT PROFESSIONAL DEVELOPMENT OPPORTUNITY**

1. - In 100 words or less, explain why you are interested in PLU's Short-Term Program Assistant Professional Development Opportunity.

2. - In 150 words or less, describe how this opportunity will benefit your personal and professional development and how it will advance PLU's global education efforts.

3. - In 150 words or less, describe what background you have leading groups either locally or globally.

4. - In 100 words or less, describe what strengths and skills you would bring as a support-person to a faculty member in a short-term study away program.

5. - In 100 words or less, describe what challenges you might encounter (given your temperament, background, etc.) in a study away context.

---

Employee Name (Print)	Signature of Employee	DATE
-----------------------	-----------------------	------

---

Signature of Department/Program Chair or Supervisor	DATE
---	------

---

Signature of Dean or VP	DATE
-------------------------	------