

Wisconsin in Scotland Resident Director of the Academic Program Position Announcement

The West Central Wisconsin Consortium is seeking a Resident Director of the Academic Program (RDA) for the Wisconsin in Scotland (WIS) program in Dalkeith, Scotland. Prior experience teaching for the WIS program may be an asset. All applicants must have the following qualifications to be considered for this position:

- Must be a faculty member from one of the institutions that has participated in the WIS program.
- Faculty member must either be in retirement or be able to take on the responsibilities of the position on a somewhat voluntary basis.
- Demonstrated excellence in written and oral communication and demonstrated leadership ability.
- Ability and desire to work collaboratively with a broad range of students, staff and faculty in a learning community team.
- Demonstrated understanding of the WIS program.

Appointment is either for one full academic year (August 15, 2009 through May 15, 2010) or Semester 1 (August 15, 2009 through December 15, 2009) or Semester 2 (January 5, 2010 through May 15, 2010). Preference will be given to applicants willing to serve for one academic year. The RDA will be expected to arrive two weeks prior to the beginning of the program and stay on at least one week following the completion of the program to ensure that preparations and program closing duties are fully completed.

Remuneration will include roundtrip airfare, room and board (when program food service is in operation), a semester bus pass and a stipend of \$1,000 per semester. Housing will include a semi self-contained living area (flat) including private lounge, sleeping room and toilet in the faculty wing of the house. Use of rooms attached to program staff flats and specific assignments to one of the two flats in the house may need to be adjusted based on space needs of program staff. The RDA will share office space with program faculty as well as having access to the Internet and server network in their flat.

Interested candidates should submit a resume (or curriculum vitae), letter of interest specifying qualifications, experience and reasons for interest in the position. Please include the names, addresses and telephone numbers of at least three professional references who can specifically comment upon your ability, experience and professional preparation. Additionally, include the names, addresses and telephone numbers of at least two student references who are able to comment on your abilities to work effectively with university students.

Inquiries and applications should be addressed to Karyn Wells, Program Coordinator. Following is her contact information:

Wisconsin in Scotland
UW River Falls
102 Hagestad Hall
410 South Third Street
River Falls, WI 54022

Phone: 715/425-3238
Email: karyn.wells@uwrf.edu

Deadline to Apply: Review of applications will begin after **February 27, 2009** and continue until the position is filled.

Wisconsin in Scotland Resident Director of the Academic Program Position Description

The Resident Director of the Academic Program (RDA) is responsible for providing overall direction and guidance for the academic components of the Wisconsin in Scotland (WIS) program. The RDA is expected to work to broaden and strengthen the academic program, deepening the cultural experience through community outreach and the integration of local resources into the curriculum of the WIS program.

Responsibilities include but are not limited to:

- Play an active role in recruiting students prior to departure.
- Work with the WIS program staff to develop, facilitate and evaluate a comprehensive pre-departure and on-site orientation for faculty each semester.
- Work with the Assistant Director (AD) and Resident Director of Operations (RDO) to develop, facilitate and evaluate a comprehensive on-site orientation for students each term.
- Work with the RDO to develop and foster an optimal environment for effective learning and successful community development.
- Administer the academic and internship program.
- Supervise instructional faculty from participating WIS institutions.
- Work with British faculty to ensure that their courses are appropriately integrated into the overall learning outcomes of the academic program.

Academic

1. Administer all aspects of the academic program, which will include scheduling, grade reports, course changes and curriculum planning.
2. Maintain academic standards in the program consistent with those of participating institutions.
3. Coordinate library acquisitions, library cataloging and maintenance of library materials.
4. Coordinate D2L and other online learning/teaching modalities.
5. Serve as liaison with local academic community (primary, middle and high school as well as higher education).

Internships

1. Work with students preparing to do an internship via email and/or telephone prior to their departure.
2. Arrange sites and schedule student/employer interviews.
3. Perform site supervision visits.
4. Communicate with faculty mentors and establish reporting timeframes.
5. Develop future sites and work with future WIS interns prior to their arrival to develop internships/sites.
6. Produce, maintain and develop appropriate internship program records, reports and handbook.

Administrative

1. Develop and update all on-site program policies and procedures as they relate to academics and the internship program.
2. Report as required to the Program Coordinator regarding the academic and internship program.
3. Work with the RDO and faculty to develop house programs, activities and events relevant to learning about the Scottish and British cultures and the curriculum of the British and WIS faculty.

Supervision and Oversight

1. Supervise instructors from participating WIS institutions.
2. Select and employ adjunct teaching staff or other personnel.

Miscellaneous

On occasion or as required, jump in and roll up your sleeves to help with cleaning, cooking, manual labor, etc., to ensure the successful operation of the program.