Study Abroad Student Manager Application Form

STUDENT MANAGER JOB DESCRIPTION: The role of the student manager is to assist the Study Abroad Director and the on-site faculty member(s) as needed. The Study Abroad Director and on-site faculty member(s) will work with student managers to enforce program policies pertaining to behavior, emergencies, and general issues. Student managers will have responsibilities to serve as assistant program leaders to initiate, assess, and implement changes in the program. On site, student managers will monitor and manage, to the best of their abilities, student issues and problems on a daily basis. This goes beyond simply monitoring student behavior, rather, all issues and problems, such as lost luggage, scheduling events, assisting with travel, and helping understand the program location. Student Manager responsibilities throughout the year include, but are not limited to:

1. **Attend all staff meetings** as scheduled.
2. **Market Program.** Conduct class speaks, table, and participate in all study abroad expositions. (Memorial Union MU International Center fair in mid-September, Cornell Hall preliminary exposition in September, full-fall exposition in November, April exposition, and any other promotional fares and marketing events throughout the year.)
3. **Work with International Relations Student Services Coordinator(s)** to obtain necessary information from students on your program, i.e. flight itineraries, emergency contact information, course registrations, etc.
4. **Assisting in the preparation of the pre-departure classes and course materials.** Research and edit the class materials that will be used to prepare the students for their study abroad experience.
5. **Serving as the teaching assistant for the pre-departure class.** Student managers teach a portion of the pre-departure class for the program location where the student manager will be assisting during the program. Also, the student managers assist with pre-departure implementation of non-teaching objectives, i.e., roommate assignments, travel arrangements, recording travel itineraries, etc.
6. **Traveling to the site location during the program and serving as the on-site student leader.** Assist with program leadership in terms of managing situations and assisting students with various questions and problems. Assist with student travel en route, arrival and check-in, on-program activities, student expectations and behavior, and check-out procedures. Serve as a student program leader, acting as someone who is available to help with all issues and problems in general at the program site. The student manager will be expected to play the important leadership role that has as one of its key ideas observing, assessing, and implementing change to improve the quality of the program.
7. **Program Evaluations:** Student Managers administer the program evaluations and course evaluations, if needed, at the end of the program and return them to the Director.
8. **Program Reviews:** Student managers meet with Director and on-site Faculty member upon return to discuss the program. Student managers give feedback about program and input on changes to be implemented in the future and participate in the recruitment selection process for new Student Managers.

Depending on the program, student managers may be required to commit to two years of service.

The position is non-paid, but airfare and program housing while abroad are paid for. This is a competitive application process that will follow the steps listed below.

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Trulaske College of Business Study Abroad Programs
**Student Manager Selection Process – winter intersession**

**Step 1:** Student Managers will email application and timeline to all program participants.
**Step 2:** Application***/Essay/Resume sent to the department (TCoBStudyAbroad@missouri.edu) no later than **January 25, 2019 (Friday).**
**Step 3:** Interviews with Trulaske Study Abroad interview committee held **February 4-8, 2019.**
**Step 4:** Final decision and notification by **Friday, February 8, 2019.**

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**Name:** _____________________________  **Program:** _____________________________

**Age:** _____________________________  **Major:** _____________________________

**Minor (if any):** _____________________________  **Student ID#:** _____________________________

**Year in School:** ___________  **GPA:** ___________  **Paw Print:** _____________________________

**Memberships in University organizations:** ____________________________________________

**Anticipated Graduation Date:** ___________  **Cell Phone:** _____________________________

**Foreign Language skills:** _____________________________

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**Application Assignment:**

1. Identify a situation which occurred at the program site (study abroad) or on a team project (International Trade Center) that required/or should have required student managing.

2. Write a full two page, single spaced essay on why it needed or should have involved student managing and the steps you would have taken to manage it.

***Submit this page as the first page of the application. Add: resume and essay, and submit as ONE PDF document to the department, (TCoBStudyAbroad@missouri.edu). Please name the files accordingly:

Application: "LastNameProgramNameApplication"
Example: SmithIndiaApplication

Those applications that are not submitted in the proper format will not be considered. Please direct all questions to the Student Services Coordinator, (umcbusstudyabroad@missouri.edu).

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