STUDENT MANAGER JOB DESCRIPTION

The role of the student manager is to assist the program director and the on-site faculty member(s) as needed. The on-site faculty member(s) is the official MU representative to work with the 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 change in the program. On site, student managers would 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. **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.

2. **Market Program.** 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 fairs and marketing events throughout the year.)

3. **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 summer. Also, the student managers assist with pre-departure implementation of non-teaching objectives, i.e., roommate assignments, travel arrangements, recording travel itineraries, etc.

4. **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.

5. **Program Reviews:** Student managers meet with Program 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 does include all travel expenses. This is a competitive application process that will follow the steps listed below.
Student Manager Selection Process - summer

Step 1: Student Managers will email application to all program participants.

Step 2: Application/Essay/Resume due to the Student Services Coordinator (cremeensk@missouri.edu) no later than 12 pm, the first Monday in August.

Step 3: First round of cuts, email notification by the second Friday in August.

Step 4: Interviews with TCoB Study Abroad interview committee the third Thursday and Friday of August. 
(An additional interview will be scheduled for candidates applying for Dr. Ferris’ Europe program following the initial selection for his programs.)

Step 5: Final decision and notification by the first Monday in September.

Name: _____________________________  Program: _____________________________

Age: _____________________________  Major _____________________________

Minor (if any):______________________  Student ID#: ______________________

Year in School: _____________  GPA: _____________

Anticipated Graduation Date: _____________  Foreign Language skills: ______________

Application Assignment:

1. Identify a situation which occurred at the program site 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 application, essay, and resume as ONE document to the Student Services Coordinator (cremeensk@missouri.edu). Please name the files accordingly:

Resume: "ResumeLastname"
Application: "LastnameProgramNameApplication1
Example: SmithIndiaApplication

Please direct all questions to the Student Services Coordinator (cremeensk@missouri.edu), who is the primary contact for this process.

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Trulaske College of Business Study Abroad Programs