Kelley Institute for International Business

Program Assistant Duties & Expectations

Business is Global: Summer Language Program (BIG) – July 2-17, 2016

Descriptions for
• Lead Program Assistants
• Program Assistants

Program Descriptions

Business is Global

The Business is Global: Summer Language Program (BIG) is a two-week summer program for rising high school sophomores, juniors, and seniors who are interested in experiencing the intersection of business, language, and culture. The Program Manager (PM) for BIG is Emily Bagienski. This intensive experience, presented by the Indiana University Kelley School of Business Institute for International Business (IIB) Center for International Business Education and Research (CIBER), truly brings to life the phrase, “Business is global.”

The program focuses on less-commonly taught foreign languages spoken in the emerging economies of East Asia (Mandarin Chinese), East Africa (Swahili), and Turkey (Turkish). Throughout the two-week program, students learn about other countries and their cultures and communication styles. Students stay in an IU residence hall transformed to reflect the food, décor, and pop culture of the targeted regions.

This program hosts 20 to 40 high school participants. There is a minimum of two PAs and at least one PA for every 10 participants. There is one Lead PA who will supervise the PA team and serve as the point of contact between IIB staff and the PAs.

Global Business Institute

The Global Business Institute (GBI) is a four-week summer program in collaboration with the U.S. Department of State and The Coca-Cola Company. The Program Manager (PM) for GBI is Stephanie Nguyen. This multi-faceted, immersive program is designed to give a select group of students from across participating countries in the Middle East and North Africa the opportunity to learn about
business in the context of American culture. The selection process is highly competitive with over 10,000 students from Algeria, Egypt, Jordan, Morocco, Palestine, and Tunisia applying for the 100 program spots.

Students gain a basic understanding of American business practices and pedagogy through the accelerated 4-week curriculum based on the core elements of the Kelley School of Business undergraduate program. Disciplines covered include Accounting, Communications and Presentation Skills, Economics, Entrepreneurship, Finance, Human Resources, Marketing, Operations, Law and Ethics. In addition to the more traditional classroom sessions, students also engage in a series of panels to introduce them to the wide variety of entrepreneurial venture opportunities.

There are one Lead PA and five PAs for GBI. The Lead PA will be required to work a limited number of hours for an additional month leading up to the program. The Lead PA is responsible for organizing and managing the five PAs while being a liaison between the IIB Program Managers and the PA team.

**Position Description**

A program assistant (PA) is an undergraduate or graduate student who works with program participants, staff, and faculty to facilitate a positive learning environment. He or she serves as a role model and a resource person, contributing positively to the intellectual, social, academic, and cultural development of participants. PAs ensure the physical and emotional safety of participants, while also ensuring the program is both fun and educational. PAs supervise participants to ensure that program and IU rules and expectations are followed.

A lead program assistant (Lead PA) is a graduate student or an undergraduate student with previous IIB program experience who manages and organizes the PA team in addition to the responsibilities of a PA.

PAs’ working hours are primarily the hours participants are not in class, including evenings and weekends, though classroom support may also be requested. The PA team for a particular program will work with IIB staff to develop an on-duty schedule for the program. IIB understands that a PA may need to be away from the program for brief periods of time during the program. Leave from the program can be requested in advance and will be granted as long as adequate PA coverage is available from the other PAs on duty. PA commitments also include attendance at regular meetings during the program. PAs are expected to be visible, active, and accessible. **PAs may not have other work or school commitments during their contracted time of employment.**

All application forms, cover letters, and résumés are due by 5 pm on Monday, February 1st.

Indiana University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, age, sex, sexual orientation or identity, national origin, disability status, or protected veteran status. This institution is also a provider of ADA services.
### Qualifications and Eligibility

**All contracted positions must:**
- Pass Hire Right background check (IIB will cover cost)
- Be compliant to Affordable Care Act Policy*
- Have a cumulative GPA of 3.0 or higher
- Have no substantial university judicial record
- Be available for entire program duration and mandatory training sessions. No other employment or extracurricular commitments during program dates

### Terms of Employment

**All contracted positions include:**
- Employment dates through entire program duration
- 1 mandatory training session before the end of the spring semester
- 1 mandatory pre-arrival preparation day before participants’ arrival

### Compensation

**All contracted positions will receive:**
- A single room in the same residential hall housing the participants (check-out by 10 am the day after the end of program)
- A meal plan for the program’s duration

### Lead PA

**Must be:**
- A graduate student or have previous IIB program experience.

**Preferred:**
- Relevant experiences (business, area studies, language, travel, social entrepreneurship, etc.)
- Previous residence in a university residence hall.
- Experience as a camp counselor or college RA.
- Experience supervising high school or undergraduate students.
- Ability to organize group events and daily recreational activities.
- Ability to enforce rules.
- Demonstrated high level of leadership skills, responsibility, and energy.
- Ability to work effectively in committees.

**Must be:**
- A graduate student or undergraduate IU student
- A junior or higher class standing for undergraduate students.

**Preferred:**
- See Lead PA preferences in Qualifications and Eligibility column

**Lead PA**

<table>
<thead>
<tr>
<th>Lead PA</th>
<th>PA</th>
</tr>
</thead>
<tbody>
<tr>
<td>~16 hrs/day (July 2-17, 2016)</td>
<td>~16 hrs/day (July 2-17, 2016)</td>
</tr>
<tr>
<td>~20 hrs/week (May 16-June 29, 2016)</td>
<td>~2 hrs/week (May 16-June 29, 2016)</td>
</tr>
<tr>
<td>~16 hrs/day (June 30-July 31, 2016)</td>
<td>~16 hrs/day (June 30-July 31, 2016)</td>
</tr>
</tbody>
</table>

**Lead PA**

<table>
<thead>
<tr>
<th>Lead PA</th>
<th>PA</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10.00/hr **</td>
<td>$9.00/hr **</td>
</tr>
<tr>
<td>Overtime rate (x 1.5) paid for all hours over 40/week</td>
<td>Overtime rate (x 1.5) paid for all hours over 40/week</td>
</tr>
<tr>
<td>$10.00/hr **</td>
<td>$9.00/hr **</td>
</tr>
<tr>
<td>Overtime rate (x 1.5) paid for all hours over 40/week</td>
<td>Overtime rate (x 1.5) paid for all hours over 40/week</td>
</tr>
</tbody>
</table>

### Global Business Institute (GBI)

**Must be:**
- A graduate student or undergraduate IU student
- A junior or higher class standing for undergraduate students.

**Preferred:**
- See Lead PA preferences in Qualifications and Eligibility column

**Global Business Institute (GBI)**

<table>
<thead>
<tr>
<th>Lead PA</th>
<th>PA</th>
</tr>
</thead>
<tbody>
<tr>
<td>~16 hrs/day (June 30-July 31, 2016)</td>
<td>~16 hrs/day (June 30-July 31, 2016)</td>
</tr>
</tbody>
</table>

**Global Business Institute (GBI)**

<table>
<thead>
<tr>
<th>Lead PA</th>
<th>PA</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10.00/hr **</td>
<td>$9.00/hr **</td>
</tr>
<tr>
<td>Overtime rate (x 1.5) paid for all hours over 40/week</td>
<td>Overtime rate (x 1.5) paid for all hours over 40/week</td>
</tr>
</tbody>
</table>

**Specific dates when PAs are eligible to be employed in the Fall in other IU positions will be determined upon hiring.**

**All Lead PA and PA staff will be required to clock-in and out via One.IU’s “Kuali Time” app in order to be compensated for the correct number of hours. Any hours not logged into the Kuali Time system will not be compensated. All earnings are subject to applicable withholdings.**
# Duties and Responsibilities

## Pre-Program Responsibilities

<table>
<thead>
<tr>
<th>All Lead PAs</th>
<th>All PA Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>In addition to all PA duties:</td>
<td>• Be familiar with administrative policies and IU residence hall procedures</td>
</tr>
<tr>
<td>• The GBI Lead PA is required to work in the IIB office one-month before the program starts to prep and pre-program work in the IIB office</td>
<td>• Be familiar with IU campus, navigation to IU classroom buildings, dining halls, and other program-related buildings, and participant boundaries.</td>
</tr>
<tr>
<td>• Develop and/or update pre-arrival materials for participants (including welcome materials, packing lists, travel tips, etc.).</td>
<td>• Carefully review all program, site, and staff materials provided by IIB</td>
</tr>
<tr>
<td>• Develop and/or update program binder (materials on living on campus, program rules, extracurricular activities, etc.).</td>
<td>• Under the direction of program staff, prepare residence hall for program, including the creation and posting of decorations, signs, and informative bulletin boards on day preceding program.</td>
</tr>
<tr>
<td>• Develop and/or update residence hall informational bulletin boards and decorations.</td>
<td>• Review any medical notes (i.e. allergies, prescription schedules, or other medical needs) of the participants and uphold confidentiality policies.</td>
</tr>
<tr>
<td>• Prepare for participant arrival day.</td>
<td>• Facilitate participant move-in on first day of program.</td>
</tr>
<tr>
<td>• Perform additional tasks that are related to pre-arrival as needed.</td>
<td>• Perform additional tasks that are related to pre-arrival as needed.</td>
</tr>
</tbody>
</table>

## During Session Responsibilities

<table>
<thead>
<tr>
<th>All Lead PAs</th>
<th>All PA Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>In addition to all PA duties:</td>
<td>• Reside in the participants’ residence hall floor for entire program and be available and visible at all times.</td>
</tr>
<tr>
<td>• Serve as the leader and main organizer of the PA staff.</td>
<td>• Actively supervise participants, specifically, monitoring the activities and whereabouts of assigned participants.</td>
</tr>
<tr>
<td>• Serve as the main point of contact for IIB staff.</td>
<td>• Act as a resource person and familiarize participants with university and residence hall policies and regulations while ensuring consistent and fair enforcements.</td>
</tr>
<tr>
<td>• Schedule time off amongst the PA staff and ensure a PA is present and available at all times when a participant may be in the residence hall.</td>
<td>• Actively engage with participants in their activities, meals, etc. to maintain an environment conducive to learning.</td>
</tr>
<tr>
<td>• Perform additional tasks that are related to pre-arrival as needed.</td>
<td>• Provide guidance and mentoring (be a “brother/sister”). Allow IIB staff to serve as the “parent/disciplinarian.”</td>
</tr>
<tr>
<td></td>
<td>• Chaperone participants during field trips, scheduled activities, and meals.</td>
</tr>
<tr>
<td></td>
<td>• Escort participants to and from classes, scheduled events, and meals (when appropriate).</td>
</tr>
<tr>
<td></td>
<td>• Attend all mandatory sessions and regular PA meetings; conduct regular group meetings with participants.</td>
</tr>
<tr>
<td></td>
<td>• Assist with planning, facilitating, and supervising recreational activities during the evenings and weekend.</td>
</tr>
<tr>
<td></td>
<td>• Be aware of participants’ social-emotional needs, mediate conflicts between residents, and appropriately address participant behavior when necessary.</td>
</tr>
<tr>
<td></td>
<td>• Maintain daily attendance records and regular observational records; return all completed paperwork as requested.</td>
</tr>
</tbody>
</table>

## Post-Program Responsibilities

All Lead PAs and PAs are required to:

• Facilitate participant check-out on last day of program, inspect rooms after check-out, assist with clean-up of residential halls, and bring lost and found items to IIB staff.

• Write and submit short PA final report based on participant observations and interactions; complete any necessary paperwork, including program and staff evaluations.
Institute for International Business Program Assistant Application

Full Name: ____________________________
Last: ____________________________
First: ____________________________
M.I: ____________________________

Address:
Street Address: ____________________________
Apartment/Unit #: ____________________________
City: ____________________________
State: ____________________________
ZIP Code: ____________________________

Phone: ____________________________
Email: ____________________________

IU ID: ____________________________
Are you currently employed by IU? □ Yes □ No

Are you eligible to work in the U.S.? □ Yes □ No
Have you been convicted of or pleaded no contest to a felony within the last five years? □ Yes □ No

Program Applied for:
(if applying for multiple programs, rank programs. 1 = most preferred)
□ BIG □ GBI

Position Applied for:
(if applying for multiple positions, rank positions. 1 = most preferred)
□ PA □ Lead PA

Education
School (City, State) ____________________________
Degree/Diploma ____________________________
Graduation Date ____________________________

Employment
Employer (City, State) ____________________________
Position ____________________________
Dates Employed ____________________________

Skills and Qualifications

References
Name (Relationship) ____________________________
Contact (email, phone) ____________________________

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature ____________________________ Date ____________________________