

## **On-site Program Coordinator**

CISAustralia offers Customised Programs that assist University staff to design, plan and manage their own study tours to incredible global destinations. Programs vary between 2-4 weeks in duration. Each program has an On-site Program Coordinator (OPC) assigned to the program.

The role of the OPC is to support the University Academic Leader and students whilst abroad, specifically focusing on logistics and risk management. The OPC is also there to assist administratively, with group dynamics and cultural elements. The OPC's role allows the program Academic Leader to maximise the teaching and learning objectives and the students to maximise their experience. To be an outstanding OPC, you will need to be extremely well organised. You will need to be a problem solver, a good listener, approachable, positive, flexible and be sensitive to cultural differences.

CISAustralia is seeking highly capable individuals, with extensive experience to lead programs in Asia, North America, the United Kingdom and Western Europe. Other programming opportunities may present to additional countries.

### **The experience you will bring to the role will include:**

- Extensive travel / study / living abroad experience
- Demonstrated experience with student groups
- Languages other than English – highly desirable
- A university degree (or currently completing one) – highly desirable

### **Your duties as an OPC will include:**

- Coordinate with the faculty leader on itinerary, expectations, university policies and provide a program orientation on the first day of the program.
- Reconfirm all program activities and reservations 24 hours in advance.
- Coordinate and accompany the group on all program activities.
- Be available 24/7 for the group and remain with the group for the entire program.
- Manage group funds for expenses to be paid on-site according to group itinerary.
- Assist students with overcoming cultural barriers.
- Assist with end-of-program evaluations of the program participants' experiences.
- Assist students with personal needs, such as accompanying them to a doctor's visit, etc.
- Act as cultural liaison for CISAustralia and facilitate the La Vida Local cultural program.
- Take ten or more photos per day. Videos may also be requested by the university.
- Liaise with CISAustralia before and throughout the program.

**A comprehensive training program and induction will be provided.**

### **Interested? Apply now:**

<https://cisaustralia.wufoo.eu/forms/cisaustralia-opc-application/>