



University of Wisconsin- Madison
INTERNATIONAL ACADEMIC PROGRAMS
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DATE: March 13, 2017

TO: Deans, Chairs, and Directors of Academic Departments/Programs at UW-Madison

FROM: Daniel K Gold, Director, International Academic Programs (IAP)

RE: **Resident Director for the 2018-19 Madrid, Spain Study Abroad Program**

International Academic Programs (IAP), a unit in the Division of International Studies, is accepting applications from UW-Madison faculty who wish to serve as the Resident Director for the Madrid, Spain study abroad program during academic year 2018-19. Please share this posting with faculty in your department.

Applications are due April 17, 2017

The University of Wisconsin-Madison, in collaboration with Indiana University and Purdue University, sponsors an academic program at the Universidad Complutense de Madrid in Spain. Approximately 15-20 students enroll for the academic year, 30-50 students participate for the fall semester, and 50-60 students participate in the program for the spring semester. Indiana University serves as the lead institution for this program, with IAP serving as the administrative study abroad unit for this program at the UW-Madison. The three institutions alternate in providing the Resident Director (RD) and the consortium will be seeking a 2018-19 RD from the UW-Madison.

The program aims to advance student's competence with the Spanish language and knowledge of Spanish literature, culture, history and the arts. Students take a combination of courses, all taught in Spanish, at the Reunidas and the following Faculties at the Universidad Complutense de Madrid:

- Faculty of Philology (Spanish language & literature)
- Faculty of Philosophy (philosophy, religion, ethics)
- Faculty of Geography & History (art history, geography, history, and music)

Reunidas offers courses for U.S. students studying abroad on select programs at the Universidad Complutense de Madrid covering a wide range of disciplines (philosophy, history, political science, economics, Spanish literature and language, etc.) and are taught by Universidad Complutense de Madrid faculty.

The RD serves as the chief academic, security, student affairs, and financial officer, and oversees management of the program office and staff. The RD helps to coordinate the provision of program-sponsored courses through Reunidas; provides advising to place each participant in courses best suited to her/his academic interests and abilities; supervises the communication of student academic information between Madrid and the home campuses; and collects and transmits final grades. The RD also serves as the program liaison with the academic community in Spain, in the Universidad

Complutense and Reunidas. The RD maintains regular communication with the home campuses informally and through formal program reports.

The RD is available in the office to program students and staff daily during the working week, as well as in the event of emergency or non-academic student difficulties. The RD helps to coordinate program sponsored cultural trips and social events throughout the year and plays a key role in developing a high quality academic, cultural, and personal experience for all participants. The RD will assist with the pre-departure orientations for program participants for the 2018-19 academic year, as well as assist with and attend program orientation sessions in Madrid. As the RD is the most important communication link between the program and the home campuses, the RD will provide monthly written reports and a final summary report at the program's conclusion.

The RD is expected to be on-site in Madrid from mid-August through July 1. Important requirements for this position include UW-Madison teaching and administrative experience, Spanish language fluency, and research or related experiences in Spain or in a Spanish speaking country. Other requirements are to have a demonstrated interest in international education, potential for and commitment to recruiting students for the program, and the ability to work effectively with undergraduate students. The position is open to faculty from all UW-Madison departments. Preference will be given to tenured faculty.

Faculty members remain on their departmental budgets while teaching, receiving regular academic salary and fringe benefits for the semester. Replacement costs are not provided; the department must concur in granting leave to the participant.

For the UW-Madison Resident Director, IAP will provide the following:

- One round-trip, economy-class airfare, associated ground transportation, and expenses for an orientation visit to the program site in Madrid during spring 2018;
- 1 ½ months summer salary, including summer fringe benefits, to a maximum of \$11,000;
- One round-trip, economy-class airfare and associated ground transportation between your home and airports at the program site for the program year;
- A program apartment with rent paid for the length of the appointment including Internet connection. Utilities (electricity, water, gas, landline) and Internet usage fees are the responsibility of the RD;
- A shipping allowance of \$1,000, which can include the forwarding of business mail and/or excess baggage charges;
- CISI health insurance coverage for the duration of the appointment; and
- A professional development allowance of \$1,000 to permit you to attend international conferences or other professional activities during your tenure as Resident Director.

Interested faculty should submit electronically a letter of interest and curriculum vitae to ndavis@studyabroad.wisc.edu by the deadline.

Questions about the position can be addressed to Nikki Davis, IAP Associate Director for Program Management, at ndavis@studyabroad.wisc.edu.