

## Graduate Assistant Opportunity in Dakar, Senegal for Winter 2018

**Job Title:** Graduate Assistant – Dakar, Senegal (Winter 2018)

**Department:** 10400 – College Administration

**Division:** College

**Reports to:** Associate Dean for International Education

**Work Schedule:** Temporary assignment/ Part-Time (early January through late March)

**General Summary:** The College's winter-quarter "Dakar: African Civilizations" program seeks a Graduate Assistant (GA) to serve as a program and course assistant in Dakar during the Winter 2018 quarter. The GA will arrive in Dakar in early January and remain with the program through late March. The program includes three intensive African Civilizations courses taught in English by two University of Chicago faculty members and a faculty member from University Cheikh Anta Diop. The undergraduate students will also take a French or Wolof language course, taught by a local language instructor. Classes for the Dakar program are held at the [West African Research Center](#), a non-profit educational organization located in the Fann neighborhood of Dakar. The program is supported by WARC staff, in partnership with the College Study Abroad office in Chicago. Housing, international and domestic travel, many local activities, and financial management are mainly handled by on-site staff and Study Abroad office.

**Approximate period of employment:** January 1 to March 11, 2018

**Compensation includes:** Economy airfare to and from Dakar (if needed), local accommodations during the program, stipend, and per diem to assist with local living expenses. Based on the estimated pedagogical support hours entailed, this position carries the equivalent of 2 GAI points.

### **Academic support: Course Assistant**

- In Chicago (before program)
  - Assist faculty with course preparation as requested (e.g. scanning, course packet preparation)
- In Dakar (during program)
  - Attend all courses – approximately 9 hours per week over 9 weeks
  - Be familiar with the syllabus and assignments and keep up with assigned readings
  - Consult with students on readings and lectures
  - Maintain office hours and assist students with writing assignments as needed
  - Assist faculty with grading, photocopying, and printing as needed
  - Help faculty maintain student academic files and records for the program
  - Assist with grade submission at the end of the quarter as needed

### **General Student Support: Program Assistant**

- In Chicago (before program)
  - Attend three pre-departure meetings organized by Study Abroad during the autumn quarter. Remote participation can be arranged for students not in Chicago during the autumn quarter.
  - Attend a mandatory training session led by Study Abroad and the College Dean of Students office
  - Receive and maintain a packet of student materials (passport copies, visa, medical information, insurance, photo chart, and contact information)

- In Dakar (during program)
  - Serve as a language, culture, and personal resource to approximately 26 undergraduate students
  - Be available, including evenings and weekends, to assist individual students with local information and advice, companionship, and translation help for unexpected doctor visits, emergencies, or other individual needs
  - Live in a studio apartment in Dakar (provided) and accompany students on outings and excursions, some of which will entail overnight stays in other parts of the country.
  - Assist the on-site staff with arrival and orientation activities
  - Monitor the general welfare of the students and offer support to isolated or unhappy students
  - Accompany all excursions and course-related outings, offering logistical support as requested
  - Keep a list of student contact information (local cell phone numbers) and send this to Study Abroad within 24 hours of the group's arrival
  - Hold check-in meetings with the group several times throughout the quarter
  - Keep track of independent student travel plans during the program for emergency purposes
  - Along with the on-site staff, monitor the local news and keep students informed of upcoming strikes, protests, or other events that may impact their navigation of the city
  - Maintain regular contact with the Study Abroad office in Chicago, including an initial arrival report, weekly check-in reports and a final narrative report at the end of the program

**Qualifications:** Applicants for this position must be University of Chicago graduate students in good standing, with a background in a relevant academic discipline and advanced-level French. In addition, Wolof language speaking proficiency is desired, as is prior experience living and working or studying in Senegal. Strong communication, excellent organizational skills, and a record of reliability, resourcefulness and flexibility are required. Basic computer experience with word processing software is necessary; the Graduate Student must be able to work cooperatively with co-workers and staff from other units of the University as well as faculty, students, and agents in study abroad. Must demonstrate a high degree of maturity and tact in handling sensitive issues, and use discretion when dealing with confidential matters. The Graduate Assistant must reside in the studio apartment provided by the program.

**Physical and Mental Demands:** Must be able to walk to various locations around Dakar and other cities, manage flights of stairs, carry materials weighing 10 – 15 pounds and work at computer/desk for long periods of time. Must be able to use telephone, copier, fax and calculator. Must be able to handle multiple tasks concurrently and deal with stressful situations productively. Must have strong organizational skills and the ability to read, listen and process information from multiple sources. Strong reasoning, oral and written communication skills are essential. Required to maintain consistent and courteous contact with a wide variety of individuals. Senegal may be hazardous for individuals with severe peanut allergies (the country is a major peanut producer and peanuts are commonplace as a street food, in daily cuisine, etc).

**Application:** To apply, please send a CV, a list of two to three references, and a one-page statement of purpose explaining your qualifications and interest in the position to Professor Emily Lynn Osborn (eosborn1@uchicago.edu), University of Chicago, by April 15, 2017.