MEMORANDUM

TO: Prospective GIP Student Coordinators

FROM: Will Cortes

RE: Job Description/Application Procedures

Thank you for your interest in the Wharton Global Immersion Program. As you may already know, each year the GIP hires several MBA students to serve as student coordinators. Each GIP has two to four positions to be filled. Each position covers the cost of the travel plus a $1,000 stipend as compensation.

Please review the enclosed job description. If you wish to apply for one of these positions, send a cover letter and a copy of your résumé to me, either electronically or by dropping them off at the MBA Program Office. The deadline for submission of cover letters and résumés is Friday, January 22, 5pm in JMHH 300.

In your cover letter, please indicate in bold for which program you are applying. Your letter should address how your background and experience speak to the qualifications listed in the job description and list your various spring semester commitments. Interviews will be conducted by the appropriate GIP program staff, with final selections to be made in early February.

If you have any questions, please feel free to contact me by phone or e-mail at the numbers above.
STUDENT COORDINATOR, GLOBAL IMMERSION PROGRAM

The Wharton Global Immersion Program (GIP) is a half-credit course designed to give MBA students an in-depth exposure to a global business environment. The GIP is composed of 1) a four- to five-week on-campus lecture series by faculty area specialists; 2) a two- to four-week study tour following spring semester finals; and 3) a paper due in the fall of the students’ second year.

In May-June 2010 five international programs will be offered:

**Africa**
*Travel days: May 12 - May 28*  
Johannesburg, Cape Town and Accra

**Europe**
*Travel days: May 12 - May 28*  
Prague, Bucharest and Madrid

**South America**
*Travel days: May 12 - June 4*  
Santiago, Lima, Sao Paulo and Rio de Janeiro

**China/South Korea**
*Travel days: May 12 – May 30*  
Hong Kong, Shanghai, Beijing and Seoul

**Southeast Asia**
*Travel days: May 12 - June 4*  
Bangkok, Ho Chi Minh, Jakarta and Singapore

Each immersion experience is lead by two program directors, typically senior administrators at Wharton, with the support of at least two student coordinators. The Southeast Asia, South America, and Africa sections will be limited to a maximum enrollment of 40 students and the Greater China section will be limited to a maximum enrollment of 80 students.

Duties

Working with the Program Director and the GIP Director:

- **Develop the four-week immersion program.** Identify and contact participating organizations to make appointments on behalf of the group and maintain communication as necessary.
- **Plan and execute all necessary logistical and travel arrangements.**
- **Prepare and organize orientation materials** (company briefing information, cultural/recreation information) to be given to participants prior to departure.
- **Accompany group during the four-week study tour.** Provide on-site logistical and administrative support, language assistance, and advice on appropriate social practices. Inspire and motivate participants.

Qualifications

- Excellent organizational, interpersonal and communications skills are essential.
- Conversational proficiency in language of a host country required.
- In-depth familiarity with culture, society and geography of a host country required. Sensitivity to intercultural issues vital.
- Knowledge of host-country business organizations and structure highly valued.
- Given the extensive advance preparations, it is important that one is in good academic standing.