Program Description
The fall sections of the Global Immersion Program (GIP) are half or quarter-credit elective courses designed to give MBA students in-depth exposure to regions of economic significance. The GIP is structured in three parts: 1) a four-week, on-campus lecture series offered by University of Pennsylvania faculty and regional specialists; 2) a multi-week overseas immersion experience; 3) a cumulative paper.

Fall immersion experiences are typically led by one program director, chosen from among the faculty and staff of the University of Pennsylvania with the support of one student coordinator. Sections are limited to a maximum enrollment of 35 students.

During the fall semester of 2012, two international programs will be offered:
- **India** – Mumbai, Delhi & Agra (final itinerary TBD)
  
  *Anticipated Dates of International Travel:* December 27, 2012 to January 7, 2013

- **Israel & Turkey** – Jerusalem, Tel Aviv & Istanbul
  
  *Anticipated Dates of International Travel:* December 27, 2012 to January 7, 2013

Duties
Work with the program director, Director of the GIPs and GIP Coordinator:

- **Assist in the development of the immersion experience:** Identify and contact participating organizations to make appointments on behalf of the group and maintain communication as necessary.
- **Assist in planning and executing all necessary logistical and travel arrangements**
- **Attend all program meetings** including information sessions, planning meetings, pre-departure meetings and faculty lectures
- **Assist in the preparation and organization of orientation materials** (company briefing information, cultural/recreation information) to be given to participants prior to departure.
- **Accompany group during the study tour:** Provide on-site logistical and administrative support, language assistance, and advise on appropriate social practices. Attend all meetings and activities (participation in optional tours is encouraged but not required). Inspire and motivate participants.
Qualifications

- Excellent organizational, interpersonal and communications skills
- Conversational proficiency in language of a host country strongly preferred
- In-depth familiarity with culture, society and geography of a host country required
- Sensitivity to intercultural issues
- Knowledge of host-country business organizations and structure
- Good academic standing at the time of application is required and expected to be maintained throughout the process

Compensation

Program Coordinators are compensated by a stipend of $750 paid upon the successful completion of the program. The program fee as well as select travel costs including air, hotel and intra-trip transportation is covered by the Global Immersion Program. Meals not included in the program fee are not covered by the GIP and are paid at the responsibility of the coordinator.

Time Commitment

Pre-departure planning meetings take place weekly and are scheduled and completed with respect to the schedules of the participants. Pre-departure planning meetings do not supersede the responsibilities of a coordinator’s academic responsibilities and are executed with deference to the coordinator’s regular academic schedule. The position requires attendance at planning team meetings, selected course sessions, and travel with the group in addition to time spent in preparation for the aforementioned. Course sessions for the fall will take place:

India - MGMT656_005: Monday, 4:30pm-6:30pm
Israel & Turkey - MGMT656_004: Tuesday, 4:30-6:30pm

Coordinators are expected to attend class sessions.

Logistical planning of company visits varies in its complexity. Based on previous experience, directors usually expend 1 to 2 hours per week managing this aspect of the program.

During the immersion experience, coordinators must be available to students at all hours. Coordinators must attend all scheduled activities and are encouraged (though not required) to attend the optional activities as well.

Qualifications

Excellent organizational and interpersonal skills are essential. Experience in organizing complex projects required. Sensitivity to intercultural issues required. Extensive contact with Wharton MBA students preferred. Knowledge of host-region business environment and organizations highly valued. Language proficiency, familiarity with culture and geography of host region strongly preferred.

If you wish to apply for one of these positions, please submit a cover letter and a copy of your résumé by Friday, April 20, 2012 to Lindsay Rupsis, lrupsis@wharton.upenn.edu, or by dropping them off at the MBA Program Office. Please clearly specify for which position you are applying. Interviews will be held on a rolling basis, through Thursday, April 26. For this reason, we would like to encourage you to submit your application as soon as possible.