



## University of Wisconsin- Madison

### INTERNATIONAL ACADEMIC PROGRAMS

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DATE: March 9, 2023

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

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

RE: **Faculty Director for the 2024-25 Wisconsin in Washington Program**

International Academic Programs (IAP), a unit of the International Division, is accepting applications from faculty who wish to direct the Wisconsin in Washington, D.C. Academic Internship Program (WiW) during the 2024–25 academic year. Please circulate this announcement among your faculty and encourage those interested to apply.

### **Applications are due April 11, 2023**

WiW integrates classroom learning with an internship to equip UW–Madison students of all majors with the knowledge and professional skills to excel in a globally connected workforce. Students intern 30+ hours per week in D.C. while completing coursework designed to enhance their internship experience, including lectures from experts and visits to major institutions. The program assists students in building their network of UW alumni and D.C. professionals from a wide range of sectors towards building their professional skills for continued success in the workforce after graduation.

The program is based out of UW–Madison’s D.C. office located on Capitol Hill, the political epicenter of Washington, D.C. Just steps from the Capitol Building, Congressional offices, the Library of Congress, the Supreme Court, and alongside nearby Metro stations, the program has access to sites across D.C. that will support and supplement the program’s academic goals and content.

The Faculty Director position is a full-time appointment from mid-August 2024 to late-July 2025. The Faculty Director will teach the [Organizations & Professional Development course](#) to participants for each of the three terms (fall semester 2024, spring semester 2025, and summer term 2025). Faculty are encouraged to include their disciplinary expertise into their teaching about D.C.-based organizations, public policy, career pathways, and professional development. The Faculty Director works with onsite staff to ensure the smooth running of WiW programs in Washington, DC. Tasks include, but are not limited to, assisting in identifying professional development activities, supporting outreach (including alumni, potential intern hosts/mentors, guest speakers) and alumni engagement activities, assisting students in identifying appropriate internships in their specific interest areas, facilitating students' internship applications and contacts with internship offices, and overseeing the WiW course offerings and guest lecturers.

The Faculty Director is available daily in the WiW office to assist students and staff, attends program activities and events, and serves as an emergency contact person for the program. The Faculty Director supervises all operations of the on-site program, including the day-to-day work of the WiW Program Manager, and communicates regularly with International Academic Programs staff informally and through formal program reports. Working as a team, the Faculty Director and the Program Manager ensure the integrity of the program and the continuity of best practices from year to year. The Faculty Director reports to the Director of International Academic Programs (IAP) or designate at the University of Wisconsin–Madison.

The Faculty Director is also responsible for assisting IAP and the International Internship Program (IIP) with marketing and recruitment efforts for the program, as well as for participating in the pre-departure and onsite orientation sessions for participants. After the program completion, the Faculty Director will assist IAP with program planning and development efforts, including suggesting new course content and targeting of additional student majors, for future years of the program.

The Faculty Director is expected to reside in Washington during their appointment. An important requirement for this position includes the ability to work effectively with undergraduate students both in and outside of the classroom. Applications are welcome from all disciplines and academic departments at UW–Madison. Preference will be given to tenured faculty. A developed professional network in Washington D.C., or experience with organizations and alumni engagement in and/or the location itself is also preferred.

The Faculty Director remains on his/her department's budget while in service, receiving regular academic salary and fringe benefits. Replacement costs are not provided; the department must concur in granting leave to the Faculty Director.

The Washington, D.C. area is an epicenter of policy, trade, finance, and research for the entire nation, where global interests frequently converge. As such, this appointment affords a unique opportunity for the WiW Faculty Director to develop the presence of their department and school in the D.C. area through increased interaction and visibility with alumni, public and private organizations, and other networking opportunities. The WiW Faculty Director will be in a strong position to facilitate and bolster institutional relationships between their department and national and international leaders in their field who are based in the area.

For the Faculty Director, IAP will provide the following:

- One round-trip, economy-class airfare and associated ground transportation between your home and Washington, D.C.
- A housing allowance up to \$30,000 to defray housing costs during the program
- Shipping costs of up to \$1,000, which can include the forwarding of business mail and/or extra baggage allowance
- Summer salary calculated from your base salary to a maximum of \$19,000, plus summer fringe benefits, to be disbursed during Summer 2025
- One round-trip economy-class airfare, associated ground transportation costs and meal/hotel expenses for an orientation visit of 2 to 3 days to Washington, D.C. during the spring preceding the start of the program year for the Faculty Director, if requested
- Domestic CISI health insurance coverage for the orientation trip and program duration

Interested faculty should submit electronically a letter of interest and curriculum vitae. Additionally, please submit a letter (electronically) from your department chair, stating acknowledgement of your application and the terms of the appointment listed in the position description. Submit all application materials to Emma Wasserstrom ([ewasserstrom@wisc.edu](mailto:ewasserstrom@wisc.edu)), IAP Resource Center Coordinator, who can also respond to any questions about the position.

Additional information about the program can be found [here](#).