Webster Global Staff Exchange

OVERVIEW OF THE PROGRAM

A global university is one in which the entire university community benefits from international knowledge and intercultural experiences. The Global Staff Exchange Program founded in 2003, offers the opportunity for Webster University support staff from the United States of America and European campuses to work with staff at a Webster University overseas location. This program was initially created in 2003 through a diversity grant from Energizer Corporation to the School of Business and Technology. In 2009, the program was incorporated as part of the University’s strategic plan and is now funded by the University.

ELIGIBILITY

Full-time Webster University support staff at a U.S. or European campus who are employed in positions that can impact the global character and mission of Webster University and have been employed by the University for at least one (1) year at the time of application. The staff member need not be employed in a position that has an identical counterpart overseas.

ANNOUNCEMENT

The committee responsible for administering the Webster Global Staff Exchange shall announce the program throughout the University and request applications during the summer for awards to be granted during the subsequent academic year.

APPLICATION PROCESS

An interested staff member should discuss the opportunity with his/her supervisor or manager. The applicant should then complete an application form and attach a one page personal statement. The personal statement should address why he or she is interested in the program, the contributions he or she can make, and the professional and cultural benefits that would be gained from the experience. Applicants should be specific in their plans. Applications must be received no later than July 23, 2013.
AWARD

The successful applicants for the Global Staff Exchange will spend two (2) consecutive weeks working with staff counterparts at a Webster University overseas campus. The award will consist of round-trip coach class airfare, housing, and a $500 stipend to subsidize other incidental expenses. As this is a work assignment (this is not considered vacation nor is it charged against vacation days), staff are discouraged from bringing other family members along. If staff would like to have their family join them for a vacation immediately following the work assignment, we recommend they join in at the end of the second week.

RESPONSIBILITIES OF SUCCESSFUL APPLICANT STAFF

The staff member will be assigned to a staff counterpart while abroad. This staff counterpart will work with the visiting staff member to familiarize this person with the specific tasks and duties of the counterpart position. In addition to work responsibilities while abroad, successful applicants will be required to contribute to activities that promote diversity and intercultural understanding when they return to their home campus.

Within one month of return from the exchange, the staff member is required to submit a report containing details of the work performed and experiences gained during the period including any recommendations that may be considered useful for future exchanges.

SELECTION CRITERIA FOR AWARD

The selection criteria for the award are as follows.

- Value of the program for the work unit of the applicant.
- Value of the experience for the applicant (personally and professionally).
- Value of the cultural experience for the applicant.
- Commitment of the applicant to participate in diversity program.
- Broad representation of Webster University staff.
- Seniority.
- Availability of staff counterparts.

COORDINATION OF PLACEMENT

Once the Selection Committee makes its decision, International Programs/Projects will send a letter to each hosting campus director introducing the successful applicants. The information to be shared should include information concerning the staff member.
position at the University (position description and information on the department).

The hosting campus director assigns a contact person to coordinate the exchange. The
director will also indicate the time periods when the campus can host the visiting staff.

The campus director identifies the counterpart that will share work responsibilities with
the visiting staff member. The host counterpart and the Director of International Projects
will correspond on the job assignment and other pertinent information before departure.
The visiting staff member and the hosting counterpart will communicate to establish the
relationship.

### AIRLINE TICKETS AND STIPEND

After the dates for the exchange are determine, the successful applicant notifies
International Programs/Projects in St. Louis. Airline arrangements are to be made by
Webster – St. Louis and the stipend check is prepared. The airline ticket and stipend are
sent to the awardee.

The award covers airline tickets, lodging/housing, and a $500 stipend intended to help
cover meals, local transportation and other incidentals. Awardees are responsible for
securing a valid passport.
Webster Global Staff Exchange

Guidelines for the Successful Applicant

- You will spend two (2) consecutive weeks working with staff counterparts at a Webster University overseas campus.
- The award consists of round-trip coach class airfare, airport transfers, housing, and a $500 stipend to subsidize incidental expenses. All other expenses are the responsibility of the participant.
- Staff are expected to travel on a weekend and arrive before their work begins (Saturday or Sunday).
- A reconciliation of expenses against the stipend is to be made no later than 10 days after returning from the exchange. Expense receipts should be provided.
- A written report of the work performed and experience, with recommendations for improving the program, is to be prepared no later than 30 days after returning from the hosting site.
- As this is a work assignment (this is not considered vacation nor is it charged against vacation days), staff are discouraged from bringing other family members along. If staff would like to have their family join them for a vacation immediately following the work assignment, the University recommends they join in at the end of the second week.
- The University will not offer financial assistance or insurance for accompanying partners and/or family members.
- Staff member will be assigned to a staff counterpart while abroad.
- This staff counterpart will work with you (the visiting staff member) to familiarize you with the specific tasks and duties of the counterpart position.
- In addition to work responsibilities while abroad, you are required to contribute to structured activities that promote diversity and intercultural understanding when you return to your home campus.
- It is the staff’s responsibility to ensure he/she has arranged each of the following prior to departure:
  1) A current passport that will remain valid for at least 12 months beyond the expected period overseas;
  2) Insurance coverage while abroad;
  3) Health concerns;
  4) Personal finances.
- For purposes of this program, staff will be traveling as tourists.
- No unauthorized expenses will be charged to this program.
Webster Global Staff Exchange

APPLICATION FORM

(Please Print)

Deadline for applications to be received: JULY 23, 2013

To the Applicant:
Applicants to the Webster Global Staff Exchange should complete this form and forward it to the Office of Human Resources in St. Louis (attn: Amy Kettenbach) along with a one page personal statement addressing why you are interested in participating in the program, the contributions you can make, and the professional and cultural benefits that would be gained from the experience. Applicants should be specific in their plans.

Name: _________________________________________ Hire Date: _______________
Position Title: ______________________________________________________________
Department: ___________________________ Campus: ________________
Phone: ___________________________ E-mail: _____________________________

I certify that the information provided on this application form and in the accompanying document is true, accurate, and complete. I have read the Overview of the Program, and agree to be bound by the program’s rules. If my application is selected for an award, I authorize the publication of my name on Webster University publications and website.

_________________________________________________
Applicant             Date

Signatures/Approvals

_________________________________________________
Supervisor             Date

_________________________________________________
Department Manager           Date