***Summary Description of Teaching Opportunities in Thailand – 2014-15***

***PURPOSE***

The Brothers of St. Gabriel, a Roman Catholic order of religious which administers Assumption University and 14 other middle and secondary schools throughout Thailand, seeks recent Loyola University Maryland graduates to participate in a teaching program which sends successful candidates to either St. Gabriel’s College or Assumption University, both located in Bangkok, or Montfort College in Chiang Mai, an old town in the north of the country. (There may also be other openings in one other school in a suburb of Bangkok which has yet to determine its needs.)

No teaching experience is necessary for these positions, though teacher-training and classroom teaching experience is preferred, and applicants who are certified in teaching English as a foreign language would be considered primary candidates for some positions. Again this year, at both St. Gabriel’s and Montfort (both K-12 schools) there is an urgent need for teachers of Chemistry, Physics, Mathematics and Computer Science. Teacher-candidates assigned to both these schools initially serve as teaching assistants in concert with experienced teaching professionals, gaining increased levels of independence over time. Those assigned to Assumption University work under the guidance of the Director for English study but teach and proctor classes independently. All three of these teaching programs offer opportunities for alumni to engage the cultures of Southeast Asia generally and Thailand specifically. Teacher-candidates, in turn, enjoy the experience of sharing their own language and culture with those with whom they teach, live, and work.

Loyola University Maryland’s interest in these teaching opportunities is rooted in its commitment to the Jesuit educational tradition, which sees service and experiential learning as elementally important goals of the ongoing lifelong educational process. Moreover, it is hoped that these opportunities in Thailand will not only benefit the schools involved, but will also profit the teacher-candidate as s/he is exposed to a region of the world and a culture which may not have been a part of his/her experience. Finally, the knowledge gained from this time abroad, we believe, will positively contribute to the participant’s future personal and professional development, as well as his/her global awareness.

***RECRUITMENT***

Loyola University Maryland’s role in this program is ***limited to recruitment and initial orientation***. Loyola will provide travel information and facilitate travel arrangements for any of the approved applicants who choose to make use of this service. Successful candidates **enter into a contractual employment relationship with the hiring Thai institution. They are not Loyola employees, nor do they accrue any advantage of affiliation beyond that of other alumni of the University.** Fr. James Kelly, S.J., the Director of the Loyola-Bangkok *student study-abroad program*, will be in Thailand at Assumption University with Loyola undergrads from mid-July to late December, 2014. He is most willing to share his knowledge of the culture and to assist Loyola alumni to understand and negotiate the challenges of adjusting to Thai culture and customs. He has no official or formal relationship with any of the schools where teachers are employed, however, not does he exercise any administrative influence or authority with any of the hiring institutions.

***SELECTION CRITERIA***

The criteria used for selection include the following:

* Bachelor’s degree (3.0 minimum undergraduate GPA) and/or strong graduate program
* Demonstrated history of commitment, generosity and integrity
* A “clean” criminal background check report; no university disciplinary history
* Demonstrated ability to deal with ambiguity and to exercise good judgment
* Demonstrated openness to different cultures and world views
* Sound mental and physical health
* Content and quality of application essay (cf. below.)

***COMPENSATION***

* The cost of air travel to/from Thailand. St. Gabriel’s and Montfort teacher groups depart US/JFK, New York on **Monday, 18 May 2015**; the Assumption University teacher group departs in the latter part of July, 2015. (In the event a teacher does not fulfill his/her year’s contractual commitment s/he may be liable the cost of return air travel.)
* Depending upon the school and the individual’s level of training/experience/certification, a monthly salary of 20,000-25,000 Thai baht (approximately $606-$750 US as of 15 Nov., 2013)
* All three schools commit to providing single, private, air-conditioned rooms to each teacher. Teachers can arrange for land-line telephone service with the payment of a refundable deposit, but most choose to buy a Thai cell phone, available at very low cost and on a contract-free, pay-as-you-go basis. Fees based on volume-of-use for electricity, water, laundry and room-cleaning charges are billed to the teacher and withheld from salary. With moderate usage, the average monthly cost of utility and housekeeping services is about 2,000 THB ($60 US). In past years, most teachers report that for their levels of use they are charged less than this amount. Laundry service includes wash, dry, and iron. The average cost is about 5 to 10 THB (10-15 cents US) per item of clothing. English TV (Star TV/IBC) is provided to each private room.
* Standard employee health care coverage is provided. (Teachers are advised to retain their current health care coverage ( *e.g.* parents’ health care policy, as provided by recent legislation to age 26).

***APPLICATION PROCESS***

The application process includes several elements:

* The Application Form (Page 4 below) and all other elements must be completed and submitted by **Friday, 13 February 2015**. No candidate will be allowed to schedule an interview until s/he has received notification that his/her application file is complete.
* Application fee: **$175, payable to** **Loyola University Maryland** and submitted to Fr. Ron Amiot, S.J. This funds the Thai non-immigrant visa application fee ($80), required criminal background check fee ($50); administrative/operating costs ($60). Some of the application fee may be refunded in the event that an applicant is not accepted or withdraws his/her application.
* **One unofficial** copy of undergraduate transcript or **two official copies of the graduate** transcript – mailed to: **Fr. Ron Amiot, S.J., Ignatius House, 4603 Millbrook Road, Baltimore, MD 21212-4721.**
* Essay as described on the application form
* Four (4) signed letters of recommendation (two from faculty members; two from past or current employers)

***N.B.:*** Only upon receipt/approval of the above materials, will applicants be allowed to schedule interviews by Fr. Ron Amiot, S.J. and/or Fr. James Kelly, S.J. (Applications may also be vetted, as needed, by administrators of Assumption University, St. Gabriel’s College or Montfort College.)

The **deadline** for submission of all application materials is **13 February, 2015**. They should be mailed or otherwise delivered to:

**Fr. Ron Amiot, S.J., Ignatius House, 4603 Millbrook Road, Baltimore, MD 21212-4721**

(Every effort will be made to send notifications of acceptance by the end of March 2015.)

(**Fulbright Scholar** candidates should note that fact in their application essays, so that the application deadline can be adjusted to accommodate the Fulbright application process.)

***ORIENTATION***

There will be at least one obligatory, on-campus orientation session for successful candidates before the close of the academic year. This mandatory session will cover health-related issues, travel arrangements, visa application, and the Thai culture. All applicants are expected to attend. Each of the schools will provide an orientation upon the arrival of the new teachers to campus. That orientation will deal with matters relating to the operations, procedures and policies proper to the employing school.

***GENERAL INFORMATION***

 Each school typically requires teachers to work 30+ hours per week. Of these, 18 hours per week are devoted to teaching, and the other 12 hours are expended in class preparation, correcting papers and perfecting classes and/or examinations.

 All instructors at the school are responsible for proctoring exams - both their own exams and others’ in multi-section classes. Upon written request instructors may obtain a special proctoring schedule for mid-term and final examinations providing the request is submitted at least one month in advance. Instructors will still proctor a full load, but may receive a customized schedule, which allows them to complete these duties in a shorter period of time.

 The teacher-candidate is ultimately responsible for obtaining a visa and for the standard (criminal/sexual offense register) background check which is required as part of the application process. Each teacher will be required to submit a copy of his/her undergraduate (and graduate, if applicable) diploma. Loyola University Maryland assists in these application processes. The hiring institution will issue each teacher-candidate a letter-of-intent-to-hire, verifying his/her employment.

 Each hiring institution offers limited, standard insurance to cover a variety of medical expenses during the contract period, assuming the teacher is honoring the terms of the teaching contract. Candidates are advised to maintain their current, US health care coverage in accord with recent changes in US legislation regarding age-limits on such coverage on parents’ policies.

 Immunization is the responsibility of each teacher-candidate. In accord with the medical advisory provided as part of the Loyola orientation sessions, immunizations should be completed well before the candidate departs the United States.

 Loyola University Maryland is responsible for recruitment and selection of teacher-candidates. It will provide an orientation program as described above. The hiring institutions in Thailand are responsible for employee orientations upon teachers’ arrival on those respective campuses and for the administration of their programs throughout the contract year.