



EWH CAMPUS TO COUNTRY OTGC RESPONSIBILITIES GUATEMALA

Campus to Country OTGCs work with EWH staff, professors at partner universities, and EWH's on-the-ground partners to coordinate all aspects of the program. OTGCs work for 3 to 4 weeks in-country. Additionally, OTGCs must complete approximately 5 to 10 hours' worth of preparations prior to the start of the program.

All Campus to Country OTGCs have multiple responsibilities:

1. **Teaching Assistant (TA)** for the short, in-country training period
 - The OTGC is responsible for the completing training sessions to connect the skills learned in university to the hospitals. All instruction is given in English. The OTGC is provided with curriculum material.
2. **Preparatory Coordinator (Prep OTGC)**
 - The OTGC is responsible for working with our local partner (Do-Guatemala) to ensure hospital and homestay readiness.
 - The OTGC must prepare and maintain up to date documentation about the country, hospital assignments, and homestays to share with the students and other EWH staff.
 - The OTGC is responsible for working with our local partner (Do-Guatemala) on other logistical arrangements such as the final conference and student transportation.
3. **During student placements**
 - When participants are spread around the country, the OTGC(s) will travel around to visit the participants at their hospital assignments. If there is more than one OTGC, they should travel separately. During the visits, the OTGC(s) help participants with whatever assistance they need: technical repairs, navigating government/hospital paperwork or regulations, introductions to hospital staff, overcoming language barrier, coping with culture shock, treating participant illness, mediating interpersonal issues, etc. The OTGC(s) will continue the Prep OTGC's task of documentation and logistical arrangements. During the last week of the program, OTGC(s) will coordinate hospital visits for special guests or visitors (EWH staff, University staff, etc.) and run the final conference.
 - OTGCs will travel almost daily. Therefore, they are responsible for arranging their own lodging during visits to hospital cities.

OTGCs must:

- Participate in SI staff training via conference call or Skype, to be completed in the months before the program begins.
- Be available 24/7 by cell phone (provided by EWH) in case of emergencies.
- Be responsible for dealing with problems as they arise. This may include housing issues, illness, behavior and other situations that need immediate, on-the-ground attention.
- Assist with other country-specific SI tasks (emails, answering student questions, arrival preparations, etc.)

To apply, submit resume and cover letter to summerinstitute@ewh.org.