

## Updated January 2019

Dear TSP teacher and counselor candidates,

Thank you for your interest in the TASIS Summer Program in Lugano, Switzerland. We seek to hire the most talented teachers and counselors for our summer program. As a testament to the positive experience of working at TSP, many of our teachers and counselors return year after year. Each year new staff members bring fresh vision and talent to the program. The summer is fast-paced and exhilarating. The week consists of morning classes, afternoon sports, evening activities, concerts, performances, tournaments, and workshops. Weekends are spent traveling to nearby cities and natural wonders. Visiting the cities of Luzern, Milan, or Verona, or exploring the outdoors while rafting, caving, and canyoning are a few of our regular offerings. A smaller group of students and staff will travel even farther for overnight stays in Venice, Florence, and Rome. Staff members celebrate a long week with a regular wine and cheese party.

The work is exciting and rewarding, but it is not for everyone. All teachers and counselors are expected to work seven days a week and perform duties around campus and in the dorm. There is little personal time available and only one weekend off per summer. Living arrangements are most often shared apartments with other staff, or a dorm room. In short, it's definitely a job and not a vacation! Please consider whether this is the kind of experience you are looking for before submitting an application. Below are some important requirements for all candidates:

Teachers:

- Must have certification or experience in the subject they intend to teach. Note that experience teaching English to native speakers does not qualify a teacher to teach EAL.
- Must be willing to live and work in the dormitory.

Counselors:

- Must be at least 21 years of age.
- Must be willing to live and work in the dormitory.
- Experience with children is important.
- A willingness to become lifeguard certified, the ability to drive stick-shift vehicles, and proficiency in another language will help your application, but are not required. Russian and Japanese speakers in particular are encouraged to apply.

We have the following openings this summer:

- Counselor
- Lean Startup teacher
- Executive Assistant to the Directors

Below is a list of frequently asked questions. If you have additional questions, please do not hesitate to contact me at [jim.haley@tasis.ch](mailto:jim.haley@tasis.ch).

Warm regards,  
Jim Haley  
TSP Director

## FREQUENTLY ASKED QUESTIONS

### 1. What kind of compensation does TASIS offer?

- A reimbursement of 1400-1500 Swiss Francs to defray the cost of airfare for North American residents (exact amount depends on departure city). A reimbursement of up to 500 Swiss Francs for European residents.
- Free room and board. Most accommodations are shared.
- All expenses paid on any trip in which you are a chaperone.
- Starting two-session after-tax salaries of 2600 Swiss Francs for counselors and 4000 Swiss Francs for teachers.

### 2. What is the deadline for applications?

There is no formal deadline. I will continue the hiring process until all positions are filled. Hiring begins in mid-January and is usually complete by the end of February. The sooner your application arrives, the better.

### 3. What are the program dates?

June 18-August 11. Arrive on June 17 and depart on August 11 or 12.

### 4. Is it possible to work only one session?

Usually, no. It is expensive and sometimes disruptive to change personnel in the middle of the summer. However, teachers of courses offered only 2<sup>nd</sup> session (*Cucina Italiana*, Fashion and Textile Design, and IB Prep) will have the option of working only second session.

### 5. I want to work at TASIS but have a conflict with the starting or ending dates. Should I still submit an application?

It is unlikely that we will be able to accommodate you if you cannot be present for the entire program.

### 6. I am married and/or have children. Is it possible for my spouse and/or children to join me this summer?

It is possible but sometimes difficult to arrange. Housing is quite limited in the summer, and there are only a small number of apartments that can accommodate couples or families.

### 7. Who is eligible to work in Switzerland?

We can easily get work permits for citizens of the United States, Canada, Japan, New Zealand, and the European Union. The Swiss authorities sometimes agree to issue permits to citizens of other nations on a case by case basis.

## **8. Where should I send my completed application?**

You should submit your application by email to [jim.haley@tasis.ch](mailto:jim.haley@tasis.ch). Don't forget to include your CV! Please submit both documents in either pdf or Word format.

## **9. What is the process for obtaining a work visa for Switzerland?**

If you are hired, TASIS will apply for your work visa in Switzerland. Once approved, you will need to submit an application and appear in person at a Swiss embassy or consulate in your home country.

If you are an American or Canadian citizen who resides outside your home country, you can apply at the local Swiss consulate only if you are a legal resident of the country you are currently residing in. If you are not a legal resident of the country you are in (i.e. you are present as a tourist), then you must return to the United States or Canada to pick up your visa. Please consider whether this will be possible before deciding to apply to work at TASIS.

If you are a citizen of a European Union country, Japan, or New Zealand, you will not be required to obtain a visa before arriving in Switzerland.

## **10. Can my references write a letter instead of filling out the online reference form?**

No. Your references must use our form. They can attach a letter of recommendation to the online form if they wish.

## **11. I have submitted my application. When can I expect to be contacted for an interview?**

Not every candidate will be granted an interview. The earliest that you would be contacted for an interview is late January. If you don't hear anything by the middle of March, then it is unlikely you will be granted an interview. In any event, all candidates will receive a written notice of the decision by the end of March. You can check on your status at any time between the end of January and the end of March by sending me an email: [jim.haley@tasis.ch](mailto:jim.haley@tasis.ch).

## **12. I had my interview weeks ago, and I still haven't heard anything. Does this mean I probably won't get a job offer?**

No. Especially for candidates who are interviewed in January, you may have to wait several weeks for a decision. The reason is that I may need to interview additional candidates to ensure that there is an appropriate male/female staff ratio, number of drivers, or number of lifeguards. If you haven't heard anything and are worried, don't hesitate to email [jim.haley@tasis.ch](mailto:jim.haley@tasis.ch) to see what your status is.

## **13. I am vegan or vegetarian. Will I be able to find something at TASIS that I can eat?**

There is a vegetarian alternative served at every meal in addition to a regular salad bar. Vegans will have much more difficulty, and therefore it is recommended that vegans not apply to work at TASIS.

**14. I would love to work at TASIS but will not be 21 this summer. Do you make any exceptions?**

No. You must be at least 21 years old to work in our program. Both CDE and MSP have been known to hire younger staff members. You should inquire with the directors of those programs about the possibility of working there.

**15. I am interested in teaching at TASIS, but it does not appear that there is an opening this year in my subject area. Should I still apply?**

Yes. Staffing is often in flux and new positions sometimes become available. I will add these to the website at the appropriate time, but if you already have your application in, you have an advantage in securing the position.

**16. I would like to apply to MSP and/or CDE also. Can I use the same application for all three?**

No. Each program requires a separate application. However, your references need only fill out one reference form. If you direct your references to use the MSP or CDE form, just let me know so that I can contact the other directors to obtain the reference.