



Title: Czech Republic Programs Manager

Job location: Washington, DC

Supervisor: Mark Lenhart, Executive Director

Anticipated Start: Late February 2012

Description of the Organization

CET Academic Programs is a study abroad organization based in Washington, DC that has been designing and administering innovative educational programs abroad since 1982. Originally “China Educational Tours,” CET began operations in Beijing, later expanding to other cities in China and then to other countries around the world. Today, CET offers semester and summer study abroad programs in China, the Czech Republic, Italy, Japan, Jordan, Syria and Vietnam, as well as short-term, customized programs worldwide. CET is known for high academic standards, innovative approaches to teaching and careful student management. CET programs integrate students into their overseas communities and lead them to create lasting relationships with their local hosts. CET is the only US provider to house its students with local roommates in each of its locations. As an environmentally conscientious organization, CET adopts locally appropriate measures in its centers worldwide to reduce its carbon footprint and contribute to sustainable practices wherever possible. Staffed by over 40 full-time employees in the United States and abroad, CET currently sends around 1000 US students abroad annually.

Description of the Position

The Czech Republic Programs Manager oversees the development and US administration of all of CET’s programs in the Czech Republic. Primary responsibilities include liaising with relevant Prague- and DC-based staff, serving as the Executive Director’s point person for all Czech Republic programs and Central Europe Journeys, overseeing the pricing and budgeting of all Czech Republic programs, working closely with CET’s Executive Director as well as the Director of Prague Programs to strategize for CET’s development and maximum growth in Europe, overseeing the marketing efforts for all Czech Republic programs and liaising with the Director of Marketing about these efforts, and serving as relationship manager for various Czech and US partners.

The Czech Republic Programs Manager will be a member of the Europe team, and will work closely with the Director of Prague Programs (who is based in Prague and manages the Czech side of the Prague programs), Jewish Studies Resident Director (Prague), Central European Studies Resident Director (Prague), Italy Programs Manager (Washington), Student Services Manager for Europe and Middle East Programs (Washington), and Europe and Middle East Admissions Coordinator (Washington). CET is a cooperative organization, and the Czech Republic Programs Manager will work with other CET staff members accordingly. This is a full-time position based in Washington, DC.

Responsibilities

Program Development

- Serve as the Executive Director’s point person for all Czech Republic program issues and represent all

Czech Republic programs at all internal CET meetings.

- Work with the Executive Director to strategize for CET's optimal growth in the Czech Republic. Assist the Executive Director in seeking out new opportunities that fit with CET's overall mission and enrollment goals.

Program Administration

- Provide timely, effective feedback to Czech Republic staff after receipt of reports and make sure these reports are disseminated to the CRMs, other relevant US-based staff, or faculty advisory boards. Evaluate and resolve academic program concerns in consultation with the Director of Prague Programs, who works on site.
- Ensure that all Syllabi of Record are accurate and that all semester syllabi are saved on the server.
- Cooperate on program development and implementation of new and current Czech Republic programs with the Director of Prague Programs and CET Prague staff. Establish three-year Czech Republic program goals and plans.
- Serve as primary US contact for all of CET's host university partners in the Czech Republic. Work with the Prague team in maintaining these relationships, and plan and implement hosting events when partners visit the US.
- When necessary and possible, travel to Prague to meet with staff, visit programs and liaise with partners.
- When appropriate, participate on the Europe programs admissions and scholarship committees. Work with other CET staff to align admissions standards and create policies that maintain or increase enrollment while ensuring program quality.
- Working in step with the Director of Prague programs, serve as the US-based lead on resolving student problems, from misbehavior to special needs. Communicate effectively with US-based stakeholders, including US partners and parents.
- Manage visiting faculty appointments including contract negotiation and orientation.
- With the Europe team, answer student questions concerning CET's programs. Cover for other staff when they are traveling or unavailable.

Finance

- Work closely with the Finance and Technology Manager to ensure that all Czech Republic programs and Central Europe Journeys are provided accurate budgets and are reaching their financial goals; price the Czech Republic programs annually.
- Strategize with Director of Prague Programs to ensure the financial viability and success of all Czech Republic programs.
- Review all financial reports and Program Completion Report summaries for Czech Republic programs and Central Europe Journeys.
- Oversee Czech Republic budgets, wires and accounting reports.

US Partner Management

- Manage CET's partner relationships with US-based institutions. When necessary and possible, visit these US partner institutions regularly or use other means to maintain CET's relationships.
- Communicate US partner needs and programming elements to overseas staff.
- Liaise with the Student Services Manager and Admissions Coordinator for handing of partner operations. Address questions that are outside normal operations parameters.
- Seek new partner relationships for all Czech Republic programs. Work with Campus Relations Managers to identify new opportunities for stronger, more formal relationships with new key schools.

- Manage the Academic Advisory Boards for Czech Republic programs. Serve as liaison between the Boards and the Prague staff, ensuring that proposed changes are implemented.

Marketing and Promotion

- Create and implement marketing plans to increase enrollment in Czech Republic programs; develop new marketing strategies to meet CET's enrollment targets.
- Travel to US colleges and universities to promote the Czech Republic programs and CET's other programs.
- Develop effective campus presentations and visual aids to promote the Czech Republic programs.
- Regularly update CET's Campus Relations Managers and other staff to ensure that they are abreast of program issues in the Czech Republic and can promote the programs effectively.
- Develop and maintain relationships with faculty on US campuses.
- Assist in the creation of new direct mail pieces for the Czech Republic programs and coordinate specific mailings when needed; edit brochure copy annually.
- Attend conferences to promote the programs and develop faculty relationships.
- Manage US faculty visits to the Czech Republic.
- Manage the Czech Republic sections of the CET website.

Requirements, in Order of Priority

- BA in a related field or discipline; an MA is strongly preferred.
- Good knowledge of the Czech Republic and Central Europe, including living or study abroad experience in Prague and knowledge of program content areas.
- Ability to set and manage conflicting priorities, work efficiently in a fast-paced environment, and complete multiple projects under time pressure.
- Strong problem solving skills and the ability to analyze and synthesize information.
- Superior interpersonal, written, and verbal communication skills.
- Ability to represent CET effectively with authority and poise to faculty, study abroad staff, clients, overseas partners and students.
- Proven sales and marketing experience.
- Competence working independently and as part of a team.
- Proficiency in Czech preferred.
- Strong computer skills (Word, Excel, databases).
- Willingness to wear different hats, and a sense of humor.

Bonus Skills

- Study abroad and/or travel experience in other CET destinations (China, Italy, Japan, Jordan, Syria, Vietnam)
- Additional Central European experience or experience in film

Salary and Benefits

- Salary commensurate with experience
- Excellent benefits package, which includes 27 days of annual PTO leave; medical, dental, life/ADD/LTD insurance and 401k

To Apply

Qualified candidates should submit the following by **February 6, 2012**:

- A résumé

- A formal cover letter that identifies the position to which you are applying, your qualifications and experience, and where you first heard about the position
- Contact information for three references

Applications may be submitted via e-mail (attached as PDF or Word documents) or via post to:

Mark Lenhart, Executive Director

CET Academic Programs

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mlenhart@academic-travel.com

Fax: 202.342.0317

Phone: 202.349.7347 or 800.225.4262 Ext. 7344

Note: Once a final candidate has been selected, the final step in the application process will be a background check conducted between the candidate and human resources.