



Title: Resident Director, CET Prague

Status: Full-time

Job location: Prague, Czech Republic

Supervisor: Jiri Bukovinsky, Assistant Director of Prague Programs

Dates: Start date: January 2017

Description of the Organization

CET Academic Programs is a study abroad organization based in Washington, DC that has been developing and delivering 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 is staffed by over 60 full-time employees and offers semester and summer study abroad programs in Brazil, China, the Czech Republic, India, Italy, Japan, Jordan, Tunisia and Vietnam, as well as short-term, customized programs worldwide.

CET is known for high program standards, strong academics, a nimble and collaborative approach to partnerships, and supportive student services. As the only US provider to house students with local roommates in each of its locations, CET integrates students into their overseas communities and facilitates development of lasting relationships with local hosts. As an environmentally conscientious organization, CET seeks to adopt sustainable measures across its operations. And through its commitment to inclusion, CET seeks and encourages the participation of students from diverse backgrounds, ensuring a welcoming, hospitable program environment that promotes student learning.

Description of the Position

The Resident Director (RD) is a full-time position. The RD is responsible for the operations of the CET Prague program’s business/economics concentration, the goal of which is to facilitate academic and cultural understanding of Central Europe and the Czech Republic by studying business and economics courses and with the option of working at an internship. The RD will be responsible for finding internships for students for the CET business/economics concentration as well for students in the other CET Prague programs. The RD will also work with those students from the CET Prague program’s other concentrations (Central European Studies and Jewish Studies) who are interested in the social sciences and business culture. The RD may also be responsible for short-term programs that run during the semester and in the summer.

Duties include meeting with students frequently to help them adjust to life in the Czech Republic, serving as a language and cultural resource for students, assisting on-site staff with program operations, writing program-related emails and reports, handling on-site emergencies, and hosting US faculty visitors on site.

Candidates are advised that this is a time-consuming, challenging position. As one of the main responsibilities of the RD is to assist students in their adjustment to a new culture and help them to maximize their learning opportunities, the successful candidate will have outstanding people skills and will thoroughly enjoy working with students.

Candidates must speak both Czech and English fluently. The candidate should be a resident of the Czech Republic or have the right work legally in the Czech Republic. CET will not provide a work visa.

Candidates will be hired on a short-term contract for 1 semester with the possibility of full-time employment in fall 2017.

Responsibilities

Coordinate Programs

- Find and monitor internships placements
- Work closely with the host university, its staff and faculty, and faculty from other institutions to coordinate the core course for the Internship concentration
- Help plan and implement semester activities and trips, including one weeklong and weekend academic excursion, that focus on business culture or economics in the Czech Republic and Central Europe
- Design activities and excursions for students interested in the social sciences and business
- Coordinate meals, housing, and Czech roommate selection
- Handle appropriated funds and work according to a budget

Support Staff

- Support the Prague team in upholding all CET policies
- Participate and contribute to the orientation sessions each term
- Coordinate the *Internship* course with the instructor
- Serve as language and culture resource to students
- Assist students as they adjust to life in the Czech Republic
- Maintain office hours and meet frequently with students to serve their needs

Serve as Liaison

- Assist the Prague staff in representing CET to visiting US faculty and study abroad advisors
- Communicate regularly with CET's head office in Washington DC, specifically with the Prague Programs Manager and the Prague Programs Coordinator, on all issues relating to the programs
- Communicate with CET's head office in Washington DC in the event of an on-site emergency
- Support Prague staff with any on-site crises in an appropriate and effective manner

Requirements, in Order of Priority

- MA or MBA in a related field; BA will be considered only if the candidate has related work experience
- Fluency in English and Czech is required
- A background in economics, business or social sciences and in education
- Ability to remain calm and project authority during crises or stressful situation
- Superior interpersonal skills
- Excellent oral communication and writing skills
- Willingness to wear different hats and maintain flexibility toward program responsibilities
- Sensitivity to both student needs and cultural differences
- Undergraduate teaching, advising, or mentoring experience (preferred)

Salary and Benefits

CET offers an excellent compensation package.

The successful completion of a background check is required for this position.

To Apply

Our company is committed to diversity, and we work hard to maintain a welcoming, non-discriminatory office culture. We welcome qualified applicants of all backgrounds to apply to our openings. It is our policy to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.

Qualified candidates should submit the following:

- Formal cover letter that outlines the position to which you are applying (Resident Director CET Prague), your qualifications and experience, and where you first heard about the position.
- Résumé (CV)
- List of three references

Applications missing any of these components will not be considered. Applications must be received by December 10th, 2016, but we welcome resumes as soon as possible and will start with interviews immediately. Candidates will only be contacted if they meet the qualifications for the position and can start in January 2017.

Send application materials by e-mail (as Word or PDF attachments) to:

Kimberly Strozewski

Director of Prague Programs

e-mail: kstrozewski@cetacademicprograms.com