



**Title:** Assistant Director, C.V. Starr-Middlebury School in China, Hangzhou

**Status:** Full-time

**Job location:** Hangzhou, China

**Supervisor:** Tara Sun Vanacore, China Programs Manager

**Dates:** August 5, 2017-June 15, 2019

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### Description of the Organizations

CET Academic Programs is a study abroad organization based in Washington, DC that has been operating innovative educational programs abroad since 1982. Staffed by over 60 full-time employees, CET offers semester and summer study abroad programs in Argentina, Brazil, China, the Czech Republic, India, Italy, Japan, Jordan, Taiwan and Vietnam, as well as short-term, customized programs worldwide. CET is known for strong academics, professional program management, and supportive student services. In addition to its distinctive local roommate program that integrates students into their overseas communities, CET is proud of its environmentally conscientious policies and practices, and its commitment to inclusive excellence.

Middlebury College is a highly regarded liberal arts college that also offers graduate and specialized programs around the world. The Middlebury College Chinese language program has long since earned its reputation as one of the best Mandarin language programs; it consists of three largely independent units: language instruction by the Middlebury Chinese department for Middlebury students during the academic year; the summer Chinese Language School at Middlebury for students from any place; and the Middlebury C.V. Starr Schools in China, run jointly with CET Academic Programs, which are for students from any US college or university. The Middlebury Schools in China operate in three cities:

- Hangzhou, launched in 2004 at Zhejiang University of Technology
- Beijing, launched in 2009 at Capital Normal University
- Kunming, launched in 2010 at Yunnan University

### Description of the Position

The Assistant Director (AD) oversees the non-academic aspects of the MIC Hangzhou program. General responsibilities include managing and implementing activities, excursions, Chinese roommate selection

and orientation. The AD must meet frequently with students to evaluate their goals, progress and adjustment. The AD works with the Director to ensure that overall goals and expectations of the program are being met.

The AD provides support to the Director, who oversees all aspects of the program but devotes the majority of his time to managing academics and working with faculty members. The AD also works closely with an office assistant, communicates regularly with Middlebury's International Programs Office, and reports to the China Programs Manager in Washington D.C. Excellent communication and team work skills are essential.

CET is seeking a candidate willing to commit to at least two years in Hangzhou.

## Responsibilities

### Program Management

- Oversee and monitor the quality of the non-academic elements of the MIC Hangzhou program, including housing.
- With the Director, design and implement student activities and excursions, all of which will foster student self-reliance and integrate students in Chinese university life.
- Assist with enforcing the program's Chinese Language Pledge
- Manage all aspects of the Chinese roommate program, including Chinese student selection, orientation and counseling.
- Adhere to emergency response procedures and manage on-site emergencies as they occur.
- Manage (an) office assistant(s).
- Work on other CET programs operating during the winter and summer terms when the MIC program is not in session (including the CET Beijing January Term and/or other short-term CET programs).

### Counseling

- With the Director, design and run each semester's orientation sessions; manage other student meetings as needed.
- Serve as a language and culture resource to students; guide students in their non-academic pursuits.
- Maintain office hours and counsel students as needed.

### Financial Management

- Manage appropriated funds and work according to a budget.
- Manage internal accounting systems, track all expenses and submit periodic accounting reports to the CET MIC Programs Manager in Washington, DC.

### Liaising

- Represent student needs to Middlebury, CET and the host institution.
- Represent Middlebury and CET in all its dealings with the host university, Zhejiang University of Technology. Work with the CET DC staff to negotiate and produce new contracts and agreements when necessary.

- Communicate frequently with the CET DC China team and the Middlebury International Programs Office.
- Submit mid-semester and final program reports each term to the CET China Programs Manager.
- Contribute to Middlebury and CET marketing efforts

### Requirements, in Order of Priority

- Bachelor's or Master's degree in a relevant discipline
- At least two years of professional or academic experience in China
- Native or near-native fluency in both Chinese and English
- Excellent management and organizational skills
- Demonstrated ability to work both independently and as a team
- Superior time management skills
- Sensitivity to student needs and cultural differences
- Willingness to wear different hats and work odd hours
- Demonstrated commitment to education and study abroad

### Competitive Salary and Benefits Package

While this is a time-consuming, challenging position, CET firmly supports a healthy work-life balance and provides generous paid time off and professional development opportunities. Our compensation package includes salary commensurate with experience. *Final hires are contingent upon the successful completion of a background check.*

## 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.

Apply by **March 10, 2017** for primary consideration, open until filled.

Qualified candidates should submit the following

- Résumé
- Formal cover letter that outlines the position to which you are applying and where you first heard about the position
- List of three references

Applications missing any of these components will not be considered. Send application materials via e-mail (as Word or PDF attachments) to:

Tara Sun Vanacore  
China Programs Manager  
CET Academic Programs  
1155 Connecticut Ave NW, Suite 300  
Washington, DC 20036

[jobs@academic-travel.com](mailto:jobs@academic-travel.com) (Please put "MiC Hangzhou Assistant Director" in the subject line.)