



Title: Resident Director, CET Taiwan
Status: Full-time
Job location: Taipei, Taiwan
Supervisor: Jason Wang, China Programs Manager
Dates: May 2017–2019

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 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 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 Taiwan Resident Director is responsible for managing the CET Taiwan program based at National Taiwan University, and operates a spring, summer, and fall term.

The Resident Director reports to the supervising China Programs Manager in Washington D.C., and s/he may be responsible for hiring and managing junior staff on-site as needed. S/he will also work closely with the CET Shanghai Director.

General responsibilities of the Resident Director include oversight of the non-Chinese language academic and programmatic aspects of the CET Taiwan program, and working closely with the International Chinese Language Program at National Taiwan University, CET’s partner in providing Chinese language instruction. S/he oversees internship placement and the internship course, student orientation, excursions and activities, student housing,

and local roommate selection. S/he meets frequently with students (both informally and during regular office hours) to evaluate their goals, progress, and adjustment, and is responsible for the operating budgets and financial reports for the program. S/he will also help manage the overall CET-ICLP relationship in addition to communicating with them about student issues and needs. As the inaugural Resident Director of a new program, s/he will be responsible not only for overseeing these academic and programmatic elements, but also developing and setting them up, in close consultation with the supervising China Programs Manager and CET Shanghai Director.

The CET Taiwan program is designed for students with at least two semesters of college level Chinese. Semester enrollment will vary, but the program enrollment is expected to steadily grow.

Candidates are advised that this is a time-consuming, challenging position. We therefore discourage those interested in pursuing their own research projects from applying. CET is seeking a candidate willing to commit to a minimum of two years in Taiwan

Responsibilities

Program Management

- Oversee and monitor the quality of the non-language academic elements of the CET Taiwan as well as other programmatic elements.
- Follow emergency response procedures and manage on-site emergencies as they occur.
- Develop and oversee the student internship placement process.
- Recruit, hire, and manage qualified faculty to teach the internship course, ensuring that the course is rigorous, effective, and adheres to CET standards.
- Design and implement innovative student activities and excursions, all of which will foster student self-reliance and integrate students into local Chinese life.
- Oversee all aspects of student housing, which includes the local roommate program, and may include local roommate selection, orientation, and counseling.
- Recruit, hire, and manage an office assistant (as needed)
- When necessary, assist with or implement additional customized short-term programs that may operate in Taiwan.

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 supervising China Programs Manager in Washington, DC.

Counseling

- Design and implement each semester's orientation sessions; manage other student meetings as needed.
- Serve as language and culture resource to students; guide students in their non-academic pursuits.
- Maintain office hours and counsel students as needed.
- Maintain student academic files and records.

Representation of Program

- Communicate frequently with the supervising China Programs Manager and CET's Washington, DC China team. Submit mid-semester and final program reports each term to the supervising China Programs Manager.
- Submit a thorough and accurate final accounting report to the China Programs Manager at the conclusion of the program.
- Handle relations with host university partners representing CET student needs, and also take part in contract

negotiations.

- Represent the program effectively to all on-site visitors, adhering to CET's guidelines for managing site visits by US institutions.
- Oversee all necessary academic documents and materials for CET Taiwan, including syllabi of record for language classes, term syllabi, transcripts, etc. Some materials will need to be created from scratch. Others will simply require requesting existing ICLP materials or will require adapting existing ICLP materials for CET Taiwan purposes.
- Review all printed and online media to ensure the accurate representation of CET Taiwan (consulting with ICLP as necessary).
- Input the most updated information on the CET Taiwan program to a CET programs database on an annual basis (consulting with ICLP as necessary).

Requirements, in Order of Priority

- A Master's degree in a relevant discipline (exceptional candidates with BA's may be considered)
- Excellent management, administrative & organizational skills (experience as a study abroad administrator preferred)
- Native or near-native fluency in Mandarin Chinese and English
- A commitment to education and study abroad
- Excellent people skills & an ability to cooperate
- A demonstrated sensitivity to student needs and cultural differences
- Sense of humor

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 on a successful 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 documents:

- Résumé.
- Formal cover letter that outlines the position to which you are applying (CET Taiwan Resident Director), your qualifications and experience, 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 mail or e-mail (as attachments) to:

Jason Wang
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CET Academic Programs
1155 Connecticut Ave NW, suite 300
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jobs@academic-travel.com (Please put "Taiwan Resident Director" in the subject line.)