



Title: Resident Director, Custom Programs

Job location: Beijing, China

Supervisor: Meagan Seitz-Smith, China & Vietnam Programs Manager

Dates: June-July 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 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 CET Resident Director, Custom Programs (RD) is responsible for non-academic aspects of a CET custom program. The RD communicates regularly with the program’s US partner, and reports to the China & Vietnam Programs Manager, who is based in Washington, DC. The RD collaborates with all on-site staff, and may be responsible for the management of junior on-site staff members.

The RD serves as a member of an on-site team that includes: the RD, junior staff, and an Academic Director. General responsibilities include managing and implementing activities, housing, local Chinese buddies, meals, and orientation sessions. While the RD’s focus is non-academic aspects of programming, s/he works with the AD to ensure that overall learning goals and expectations of the program are being met through these elements. In addition, s/he meets frequently with CET students (both informally and during

regular office hours) to evaluate their goals, progress and adjustment, and is responsible for all operating budgets and financial reports.

Candidates are advised that this is a time-consuming, challenging position. We therefore discourage those interested in pursuing their own research projects in China from applying. The successful candidate will attend online and in-person training sessions in the months before the program.

Responsibilities

Manage Programs

- Design and run orientation sessions; manage other student meetings as needed.
- Manage the Chinese buddies program.
- Help maintain a Chinese language pledge, if applicable.
- Handle student housing requests and attend to housing-related problems when necessary.
- Design and implement innovative student activities.
- Arrange and attend all group meals.
- Assist in designing and arranging course-related field trips.
- Work with local tour operators to plan and execute activities and trips.
- Manage student issues as they occur.
- Establish emergency response procedures and manage on-site emergencies as they occur.

Manage Accounts

- Handle appropriated funds and work according to a budget.
- Manage internal accounting system, track all expenses and submit periodic accounting reports to the CET office in DC.

Staff Management

- Manage junior staff, if applicable

Teach/Counsel

- Serve as language and culture resource to students
- Maintain office hours and counsel students as needed.
- Maintain student records.

Serve as Liaison

- Represent student needs to CET and the host institution.
- Communicate daily with the program partner and the CET US-based China team. Submit final program reports each term to the CET China Programs Manager.
- Represent program partner and CET to all on-site visitors.

Requirements, in Order of Priority

- A Bachelor's degree in a relevant discipline.
- Excellent management & organizational skills (experience as a study abroad administrator preferred).

- Native or near-native fluency in Mandarin Chinese and English.
- Superior interpersonal skills.
- Ability to handle emergencies with authority and calm.
- At least two years of professional or academic experience in China preferred.
- Willingness to wear different hats and sacrifice personal time.
- A commitment to education and study abroad.
- Sensitivity to both student needs and cultural differences.

Stipend and Benefits

- Stipend, commensurate with experience.
- Room in student housing during the program.
- Travel insurance coverage during the program.

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:

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

Apply by **March 29, 2017** for primary consideration, open until filled.

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

Meagan Seitz-Smith
China & Vietnam Programs Manager
CET Academic Programs
1155 Connecticut Ave., NW, Suite 300
Washington, DC 20036
jobs@cetacademicprograms.com