



Title: Resident Advisor, CET UW in India Program

Status: Part-time

Job location: Varanasi, India

Supervisor: Harini Narayanan, India Programs Director

Dates: Summer 2017 through May 2018

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 Varanasi Resident Advisor (RA) is a part-time position. The RA will participate in the Hindi language classes as a student while performing his/her duties for CET. Duties include meeting with students frequently to help them adjust to life in Varanasi, serving as a language and cultural resource for students, assisting on-site staff with minor tasks, writing program-related emails and reports, assisting the Program Director in handling on-site emergencies, hosting US faculty visitors on site, creating blog posts and other social media content, and assisting with all activities and trips.

Candidates must be native-English speakers with strong Hindi skills. The successful candidate will attend a training session in DC prior to starting. Because the compensation package includes the opportunity to conduct language training and participate in field research, this is an excellent position for a graduate student. Candidates will need to be able to balance their own studies with the RA duties.

Candidates must be willing to sign a one-year contract with CET.

Responsibilities

Support Staff

- Support the PD in upholding all CET policies
- Participate in the PD-designed orientation sessions each term
- Assist the PD with activities and excursions
- Write blog posts and social media content for CET India

Teach/Counsel

- Serve as language and culture resource to students
- Assist students as they adjust to life in India
- Maintain office hours and meet frequently with students to serve their needs

Serve as Liaison

- Assist the PD in representing CET to visiting US faculty and study abroad advisors
- Communicate regularly with CET's head office, particularly in the event of an on-site emergency
- Support PD with any on-site crises in an appropriate and effective manner

Requirements, in Order of Priority

- BA in related field; MA a plus
- Native English language skills
- Strong Hindi language skills
- Ability to remain calm and project authority during crises or stressful situation
- Superior interpersonal skills
- Excellent oral communication and writing skills
- Study abroad experience in India; UW in India program alumni are particularly encouraged to apply
- Willingness to wear different hats and maintain flexibility toward program responsibilities
- Commitment to education abroad and the field of South Asian Studies
- Sensitivity to both student needs and cultural differences
- Undergraduate teaching, advising, or mentoring experience (preferred)

Salary and Benefits

CET offers an excellent compensation package which includes:

- Individualized Hindi language course, valued at more than \$20,000
- Geoblue travel insurance

- Visa and visa processing
- Housing stipend
- Modest monthly living stipend
- One roundtrip US/India airline ticket

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.

Qualified candidates should submit the following:

- Résumé
- Formal cover letter that outlines the position to which you are applying (India Resident Advisor), 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. Applications will be considered on a rolling basis. For best consideration, applications should be received by April 1, 2017.

Send application materials via mail or e-mail (as Word or PDF attachments)
to: jobs@cetacademicprograms.com