



Title: Resident Assistant, CET Jordan Programs

Status: Part-time

Job location: Amman, Jordan

Dates: May 2017- June 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 Brazil, China, the Czech Republic, India, Italy, Japan, Jordan 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 Jordan portfolio consists of the Intensive Arabic Language and Middle East Studies & Internship programs which operate during the spring, summer and fall terms. Total enrollment is between 30 and 40 students per term. Jordan—Language is designed for intermediate and advanced Arabic language students and Jordan—Internship is open to complete beginners.

The Jordan team includes the Resident Assistant (RA) who reports directly to the Resident Director (RD); the RD, who manages all non-academic aspects of the program, such as housing, roommates, activities and budget; and the Academic Director (AD), who oversees the programs by managing the language faculty, adjusting curriculum and maintaining overall academic quality. The RA works closely with both teammates, particularly the RD, to ensure that all student needs are met promptly and effectively.

The Jordan RA position is part-time, roughly 28 hours per week. Hours may be irregular as required by the program schedule or in the event of an emergency. As a part of the compensation package, CET arranges one on one meetings between the RA and an Arabic instructor for tutoring or research. This is benefit is optional and does not count towards work hours.

Because of the opportunity for individual language tutoring/project supervision in Arabic, this is an excellent position for a graduate student. The ideal candidate will be able to balance his/her personal studies with the RA duties, host visitors with poise, and work competently in the event of an on-site emergency. Candidates must be native-English speakers with advanced-level Arabic proficiency. The successful candidate will attend a two-day training session in DC before departure.

This is a contract position from May 2017 to June 2018. Given demonstrated success in the position and strong performance, there is the possibility for contract extension beyond the initial term.

Responsibilities

Support Staff

- Support the AD and RD in upholding all CET policies, including the full-time language pledge
- Participate in the orientation sessions each term and assist RD with arrival and housing logistics
- Assist the RD and AD with administrative tasks,
- Interpret, translate, and edit documents
- Assist the RD with activities, trips and workshops

Teach/Counsel

- Serve as a language and culture resource to students
- Assist students as they adjust to life in Jordan, particularly in the first week after arrival

Serve as Liaison

- Represent CET alongside the AD and RD to all US faculty visitors and interpret as necessary
- Assist the RD in managing on-site crises in an appropriate and effective manner
- Communicate with CET's DC office in coordination with the AD and RD, particularly in the event of an on-site emergency

Requirements, in Order of Priority

- BA in Middle East Studies, Arabic Studies or related field
- Superior English proficiency
- Advanced-mid or higher proficiency in Modern Standard and Levantine Arabic; excellent Arabic reading/writing skills
- Study abroad experience in Jordan; CET program alumni are particularly encouraged to apply
- Strong interpersonal skills
- Ability to handle emergencies with authority and calm
- Excellent oral communication and writing skills
- Willingness to wear different hats

- Commitment to education and the field of Arabic language acquisition
- Sensitivity to student needs and cultural differences
- Undergraduate teaching or advising experience (preferred)

Salary and Benefits

CET offers an excellent compensation package which includes:

- Salary commensurate with experience
- Housing in Amman
- One-on-one Arabic tutoring and oral proficiency interview
- Health insurance
- One roundtrip US/Jordan economy airline ticket per year

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 20, 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 (Jordan Resident Assistant), 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 e-mail (as Word or PDF attachments) to:

jobs@cetacademicprograms.com