



Title: India Journeys Coordinator

Status: Full-time, temporary

Job location: India

Supervisor: Harini Narayanan, India Programs Director

Dates: Late September 2017 through December 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 India Journeys Coordinator (JC) is responsible for assisting the India Program Director (PD) in the day to day operations of the Babson BRIC India segment (October 20-November 17, 2017). S/he must work closely with the India Journeys Program Director (JPD) and Program Assistant (PA).

General responsibilities may include: coordinating logistics for program curriculum and excursions, coordinating with student emergencies, and helping students adjust to life in India.

Candidates are advised that the JC position involves a wide array of duties, and is both time-consuming and challenging. Candidates interested in combining this position with external projects are discouraged from applying.

Responsibilities

Programming and Coordination

- Reconfirm all arrangements with the hotel: conference room usage, issues with rooms, any changes with bookings, etc.
- Check-in daily with JPD regarding confirmation of the next day's bookings. Take lead in solving any unexpected issues regarding the next day's reservations falling through, involving PD when appropriate.
- Support the JPD in upholding all CET policies and supporting program goals.
- Attend excursions, supporting JPD as requested.
- With JPD, design, participate, and assist in leading arrival orientation sessions

Counseling/Mentoring Students

- Serve as point in case of on-site emergencies during working and non-working hours when necessary. Coordinate emergency response with JPD, PD, and others as necessary and appropriate.
- Along with other India staff, serve as language and culture resource to students and faculty
- Assist students with daily needs as they adjust to life in India

Office Management and Administration

- Prepare end-of-term report to PD
- Assist in program administrative preparation as requested: prepping orientation packets, medical kits, other documents, errands as requested
- Account for a small "purse" of program funds
- Communicate regularly with PD and PA

Requirements, in Order of Priority

- BA in related field
- Native English language skills
- Strong Hindi language skills
- Study abroad and/or work experience in India
- Superior interpersonal skills
- Ability to handle emergencies with authority and calm
- Excellent oral communication and writing skills
- Willingness to wear different hats and sacrifice personal time

- Commitment to education and the field of Asian Studies
- Sensitivity to both student needs and cultural differences
- Undergraduate teaching or advising experience

Final hires are contingent on a successful background check.

Salary and Benefits

CET offers an excellent compensation package which includes:

- Individualized Hindi language course
- Housing stipend
- Modest monthly living stipend

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 Journeys Coordinator), 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 July 1, 2017.

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

to: jobs@cetacademicprograms.com