



Title: Resident Advisor, CET Japan

Status: part-time, approximately 30 hours per week

Job location: Osaka, Japan

Supervisor: Frances Ozaki, Japan Resident Director

Dates: Summer 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 Osaka Resident Advisor (RA) is a part-time position. Duties include meeting with students frequently to help them adjust to life in Osaka, serving as a language and cultural resource for students, assisting on-site staff with minor tasks, writing program-related emails and reports, assisting the Resident 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 Japanese skills. The successful candidate will

attend training sessions via skype prior to starting.

Responsibilities

Support Staff

- Support the RD and AD in upholding all CET policies
- Participate in the RD and AD-designed orientation session
- Assist the RD with activities and excursions
- Write blog posts and social media content for CET Japan

Teach/Counsel

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

Serve as Liaison

- Assist the RD 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 RD with any on-site crises in an appropriate and effective manner

Requirements, in Order of Priority

- Native or near-native English language skills
- Strong Japanese language skills
- Study abroad experience in Japan; CET Japan program alumni are particularly encouraged to apply
- Ability to remain calm and project authority during crises or stressful situation
- Superior interpersonal skills
- Excellent oral communication and writing skills
- Willingness to wear different hats and maintain flexibility toward program responsibilities
- Commitment to education abroad and the field of Japanese language studies
- Sensitivity to both student needs and cultural differences
- Undergraduate advising, or mentoring experience (preferred)

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:

**CET Academic Programs | 1155 Connecticut Ave NW, Suite 300 | Washington, DC 20036
www.cetacademicprograms.com | 1.800.225.4262 | cet@cetacademicprograms.com**

- Résumé
- Formal cover letter that outlines the position to which you are applying (Japan 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 26, 2017.

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

to: jobs@cetacademicprograms.com

Final hires are contingent on a successful background check.