



**Title:** Academic Director, CET Vietnam  
**Status:** Full-time  
**Job location:** Ho Chi Minh City, Vietnam  
**Supervisor:** Meagan Seitz-Smith, China & Vietnam Programs Manager  
**Dates:** September 1, 2017

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### **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 Academic Director is the most senior person on site and is responsible for shaping and implementing the program goals. S/he manages the area studies, service-learning internship and language academic aspects of CET Vietnam programs. S/he facilitates instruction, conducts teacher training if necessary and mentors students on all academic issues as well as applying his/her expertise to areas of curriculum design, pedagogy, and teaching methodology. The Academic Director serves as the primary CET liaison for the program with regard to academic issues and faculty. S/he works alongside other CET Vietnam staff

members, and makes recommendations to the CET head office in Washington, DC for curricular and programmatic changes.

In addition, the Academic Director may be asked to assist with short-term programs and give lectures or classes to groups of visiting students/scholars or other programs' students.

Although student supervision is the primary responsibility of other staff, the Academic Director also counsels students to solve problems related to their everyday life in Vietnam, stepping in to fill in for other staff when necessary.

The Academic Director reports to the China & Vietnam Programs Manager in Washington, D.C.

## **Responsibilities**

### Oversee Program Academics

- Design and implement improved curricula that adhere to CET's mission and improves marketability of CET Vietnam programs
- Develop teaching quality standards and offer pedagogy seminars
- Supervise and evaluate teaching, creatively solving day-to-day curricular issues
- Teach one to three courses per semester
- Oversee the hiring of local faculty, in coordination with local partners and Operations Manager
- Manage all area studies faculty, Ensure that all courses are rigorous, effective and adhere to CET's standards
- Manage service-learning and internship placements
- Coordinate all non-language course offerings
- Design and implement excursions that support classroom goals
- Coordinate and/or provide lectures for faculty-led custom programs
- Develop additional program academic offerings, including syllabi
  - Monitor class attendance and grading standards
  - Regularly report recommendations concerning curricula to DC-based staff

### Counsel/Mentor Students

- Adhere to CET emergency protocols and serve as point for all CET related emergencies
- Design and run each semester's orientation sessions; manage other student meetings as needed
- Serve as language and culture resource to students; guide students in their academic and non-academic pursuits
- Maintain office hours and counsel students as needed
- Maintain student academic files and records

### Serve as Liaison

- Represent CET to all on-site visitors
- Communicate daily with CET's head office, particularly in the event of an on-site emergency

- Manage all on site crises in an appropriate and effective manner
- Represent CET needs to all local partners
- Manage expectations about service-learning placements, for students and hosts
- Represent CET to service-learning hosts and maintain a positive relationship
- Submit thorough mid-semester and final program reports
- Represent student needs to CET and local partners
- Provide content for CET marketing materials
- Work with marketing team to promote CET Vietnam programs
- Maintain strong effective working relationships with all key stakeholders
- Maintain effective partnership management.

### Requirements

- PhD in a relevant field, excellent candidates with an MA will be considered
- Extensive teaching experience
- Study abroad experience in Vietnam or America, and knowledge of the study abroad field
- Able to analyze, interpret and communicate information effectively.
- Problem solving skills and able to implement creative solutions to problems.
- Strong interpersonal skills and good leadership skills.
- Ability to represent CET effectively with authority and poise to faculty, study abroad staff, US partners, overseas partners, and students
- A demonstrated sensitivity to student needs and cultural differences
- Organizational abilities, detail-oriented and able to manage complex multifaceted organization.
- Can work under pressure, creative, problem-solving and self-motivated.
- Native speaker or native fluency in English; near-native fluency in Vietnamese.
- A willingness to wear different hats, and a sense of humor

Apply by June 15, 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](mailto:jobs@cetacademicprograms.com)  
 (Please put "Vietnam Academic Director" in the subject line.)