



Title: Program Director, Japan
Status: Full-time
Job location: Osaka, Japan
Supervisor: Kate Maruyama, Japan and India Programs Manager
Preferred Start Date: October 15, 2017

Description of the Organization

CET Academic Programs is a study abroad organization 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 locations around the world. Today, CET offers a varied portfolio of semester, summer, and short-term customized programs in Asia, Europe, Latin America, and the Middle East for college, high school, and pre-college students.

CET is known for high program standards, strong academics, a nimble and collaborative approach to partnerships, and supportive student services. Through elements such as field-based course components, internships, community-based learning, and housing with local roommates, CET strives to integrate students into the local community and facilitate lasting relationships with hosts. As an environmentally conscientious organization, CET aims 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 Program Director (PD) is responsible for overseeing the smooth implementation of the existing CET Japan portfolio of programs (spring, fall, summer, and custom programs) as well as expanding opportunities. The PD is the most senior member of a small staff and reports to Washington, DC based manager.

General responsibilities may include: developing and maintaining local partnerships, identifying opportunities and removing barriers for growth, managing staff, planning and implementing co-curricular activities, designing and directing each term's orientation sessions, handling on-site emergencies, mentoring students, and overseeing and tracking the program's finances.

The PD position involves a wide array of duties. Candidates are advised that the PD position is both time-consuming and challenging. Candidates interested in combining this position with external projects are discouraged from applying. CET is seeking a candidate willing to commit to at least two years in Japan.

Responsibilities

Program Development and Strategy

- Identify areas of growth for CET Japan
- Contribute to the Three Year Strategic Plan for CET Japan
- Pursue local relationships that contribute to CET Japan's strategic goals
- Provide information on program offerings and other details via the Programs Database and other platforms

Academics

- Collaborate with Academic Director to ensure that academic goals are being met
- Support Academic Director to devise ways to further improve academics
- With Academic Director, implement co-curricular activities that contribute to Program Goals
- With Academic Director, devise ways to further enhance the academic experience for students
- Coordinate OGU area studies offerings and enrollments
- Liaise with OUA regarding enrollments and student support
- Teach an elective course each fall and spring term (pending qualifications and programmatic need)
- Regularly report recommendations concerning academics to DC-based staff

Health and Safety

- Serve as the first point of contact for all student emergencies
- Handle on-site emergencies, including reporting
- Lead the annual safety audit

Housing and Events

- Design, plan and implement innovative student activities, events, and excursions
- Devise and implement community engagement opportunities, such as the weekend homestay as well as new opportunities
- Coordinate and oversee student housing
- Manage the Japanese roommate program, including recruiting, selection, and support
- Manage the office's budget and track all expenditures

Counsel/Mentor Students

- 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 and maintain positive relationships with locals and partners
- Manage local staff
- Communicate frequently with DC-based staff
- Submit thorough mid-semester and final program reports
- Submit accurate accounting reports
- Represent student needs to CET and the host institution
- Represent CET to all on-site visitors
- Provide content for CET marketing materials

Requirements, in Order of Priority

- Considerable professional experience in Japan in related field
- Minimum 5 years management experience
- Strong Japanese language skills
- Strong English language skills
- Successful experience working in bicultural settings
- Experience counseling, mentoring or teaching students, preferably in a cross-cultural context
- Sensitivity to student needs and cultural differences
- Excellent management and organizational skills
- Demonstrated ability to work both independently and as a team
- Superior time management skills
- Willingness to wear different hats and work odd hours
- Master's degree in a relevant discipline (Ph.D. welcome; excellent candidates with a BA will be considered)
- Demonstrated commitment to education and study abroad
- Sense of humor

Salary and Benefits

While this is a time-consuming, challenging position, CET firmly supports a healthy work-life balance, and provides all staff with ample paid time off and other benefits. Our compensation package includes:

- Salary commensurate with experience
- 8 weeks of paid Parental Leave (maternity & paternity)
- 5 weeks of Paid Time Off, to start
- 401K retirement plan
- Health and life insurance options
- Employee assistance program
- Travel and education-in-service opportunities
- Professional membership in the International Airlines Travel Agent Network
- Special bonuses that may be earned for profit sharing, employee referrals or benchmark anniversaries

The successful completion of a background check is required for this position.

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 (Japan Program Director), 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 reviewed on a rolling basis. For best consideration, applications should be received by September 20.

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

CET Academic Programs
1155 Connecticut Ave, NW, suite 300
Washington, DC 20036
e-mail: jobs@academic-travel.com