



Title: Resident Advisor, CET Harbin Chinese Language Program

Status: Part-time

Job location: Harbin, China

Supervisor: Colleen O'Connor, China Programs Manager

Dates: February 2018 through December 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 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

Harbin's program is designed for intermediate and advanced Chinese language students and operates during the spring, summer and fall terms. A “research track” allows advanced students to conduct guided research for an undergraduate or graduate thesis with a language faculty member. Enrollment averages 15 to 25 students per term.

The Harbin Resident Advisor (RA) is a part-time position. The RA will participate in the Harbin program as a student while performing his/her duties for CET. Duties include meeting with students frequently to help them adjust to life in Harbin, serving as a language and cultural resource for students, assisting on-site

staff with minor tasks, translating and writing program-related emails and reports, handling all on-site emergencies (with the assistance of the Resident Director) and hosting all non-Chinese speaking US faculty visitors on site. While the RA does not help design activities, he/she will attend all activities and trips and be prepared to handle any emergencies that might arise.

Harbin program staff comprise: the RA; the Resident Director (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 language program 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.

Candidates must be native-English speakers with excellent Chinese skills. The successful candidate will attend a 3-day training session in DC before departure. Because the compensation package includes the opportunity to conduct guided thesis research in Chinese under the supervision of a Chinese language faculty member, this is an excellent position for a graduate student. Candidates will need to be able to balance their own studies with the RA duties.

Candidates must be willing to sign a one-year contract with CET.

Responsibilities

Support Staff

- Support the AD and RD in upholding all CET policies, including the full-time language pledge
- Participate in the AD and RD-designed orientation sessions each term
- Assist the AD and RD with tasks, such as editing, translating, and writing English documents, etc.
- Assist the RD with activities and trips, when necessary

Teach/Counsel

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

Serve as Liaison

- Represent CET alongside the AD and RD to all US faculty visitors
- Communicate with CET's head office, particularly in the event of an on-site emergency
- 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

- Bachelor's or Master's degree in a relevant discipline
- Native English language skills
- Near-native fluency in Mandarin Chinese; strong Chinese reading/writing skills

- Study abroad experience in China
- Superior interpersonal skills
- Sensitivity to student needs and cultural differences
- Ability to handle emergencies with authority and calm
- Willingness to wear different hats and work odd hours
- Demonstrated commitment to education and the field of Asian Studies
- Undergraduate teaching or advising experience (preferred)

Salary and Benefits

CET offers an excellent compensation package which includes:

- Tuition waiver for full participation in CET Harbin Intensive Chinese Language program and research track, valued at more than \$30,000
- Visa and visa processing
- Housing in a single room in the dormitory
- GeoBlue travel insurance
- Modest monthly living stipend
- Travel and education-in-service opportunities
- One roundtrip US/China 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.

Qualified candidates should submit the following:

- Résumé.
- Formal cover letter that outlines the position to which you are applying (Harbin Resident Advisor), your qualifications and experience, and where you first heard about the position.
- List of three references.

Apply by **December 22, 2017** for primary consideration, open until filled.

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

Colleen O'Connor
China Programs Manager
CET Academic Programs
1155 Connecticut Ave NW, Suite 300
Washington, DC 20036
jobs@academic-travel.com (Please put "Harbin Resident Advisor" in the subject line.)