



Title: Resident Director, CET Taiwan

Status: Full-time

Job location: Taipei, Taiwan

Supervisor: Kimberly Sine, China Programs Manager

Dates: May 2018 to May 2020

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 Taiwan Resident Director (RD) is primarily responsible for managing all student life aspects of the CET Taiwan program. The RD works in close collaboration with the Internships Director/Office Manager, who oversees the internship placement processes, accounting, and general office management tasks. The RD reports to the supervising China Programs Manager in Washington D.C.

The RD serves as CET’s primary liaison for the program and coordinates communication between the other staff members, students and/or faculty. While the faculty work directly with students on most academic issues, the RD handles all non-academic issues, such as on-site emergencies, orientation, excursions, housing, and general student advising. The RD meets frequently with students (both informally and during regular office hours) to evaluate their goals, progress, and adjustment. The RD will also help manage the overall relationship between CET and our partners at the International Chinese Language Program (ICLP).

Candidates are advised that this is a time-consuming, challenging position. We therefore discourage those interested in pursuing their own research projects from applying. CET is seeking a candidate willing to commit to a minimum of two years in Taiwan.

Responsibilities

Program Management

- Design and run each semester's orientation sessions; manage other student meetings as needed.
- Lead innovative student activities and excursions.
- Assist faculty with designing and implementing course-related field trips. Attend these excursions when necessary.
- Foster student self-reliance and integrate students into local Taiwanese life.
- Oversee all aspects of student housing.
- Work with Internships Director and Office Manager to utilize appropriated funds and work according to a budget.
- Enforce CET policies
- Recruit, hire, and manage an office assistant (as needed).
- Assist with or implement additional customized short-term programs that may operate in Taiwan (as needed).

Student Support

- Serve as language and culture resource to students; guide students in their non-academic pursuits.
- Maintain office hours and advise students as needed.
- Maintain student academic files and records.
- Be on call 24 hours per day / 7 days per week for emergencies.
- Follow emergency response procedures and manage on-site emergencies.

Communication

- Communicate frequently with the supervising China Programs Manager.
- Submit mid-semester and final program reports each term.
- Handle communication with ICLP to represent CET student needs.
- Represent the program effectively to all on-site visitors.
- Assist with various marketing tasks, such as overseeing student blog posts, providing photographs for the CET promotional materials etc.
- Update CET programs database regularly

Requirements

- At least one year of professional or academic experience in Greater China, experience in Taiwan is preferred
- Advanced proficiency in Chinese and English
- Bachelor's or Master's degree in a relevant discipline
- Excellent management, administrative & organizational skills
- A commitment to education and study abroad
- Ability to work independently and as part of a team
- Cultural sensitivity and experience working with students of diverse backgrounds
- Ability to handle student emergencies with authority and calm
- Willingness to wear different hats and work odd hours
- Patience, flexibility, positive attitude, and a sense of humor

Competitive Salary and Benefits Package

While this is a time-consuming, challenging position, CET firmly supports a healthy work-life balance and provides generous paid time off and professional development opportunities. Our compensation package includes salary commensurate with experience. *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.

Apply by **January 20, 2018**.

Qualified candidates should submit the following documents:

- Résumé.
- Formal cover letter that outlines the position to which you are applying (CET Taiwan Resident 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. Send application materials via e-mail (as attachments) to:

Kimberly Sine
China Programs Manager
CET Academic Programs
1155 Connecticut Ave NW, Suite 300
Washington, DC 20036
jobs@academic-travel.com (Please put "Taiwan Resident Director" in the subject line.)