



**Position Title:** Resident Director, CET Prague

**Location:** Prague, Czech Republic

**Status:** One year contract, with one semester probationary period.

**Supervisor:** Kimberly Strozewski, Director of Prague Programs

**Dates:** August 2018 – August 2019

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### **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 Resident Director (RD) is a full-time position. The RD is responsible for the operations of the CET Prague program’s Central European and Jewish studies concentrations for one semester and then work specifically with the Jewish studies concentration and assist with the Central European studies concentration. The goal of these programs is to facilitate academic and cultural understanding of Central Europe and the Czech Republic. The RD will also work with students from the CET Prague program’s other concentrations (Business & Economics). If hired long-term, the RD may also be responsible for short-term programs that run during the semester and in the summer.

Duties include meeting with students frequently to help them adjust to life in the Czech Republic, serving as a language and cultural resource for students, assisting on-site staff with program operations, writing program-related emails and reports, handling on-site emergencies, and hosting US faculty visitors on site.

Candidates are advised that this is a time-consuming, challenging position. As one of the main responsibilities of the RD is to assist students in their adjustment to a new culture and help them to maximize their learning opportunities, the successful candidate will have outstanding people skills and will thoroughly enjoy working with students.

Candidates must speak both Czech and English fluently. The candidate should be a resident of the Czech Republic or have the right work legally in the Czech Republic. CET will not provide a work visa.

## **Areas of Responsibilities**

### *Coordinate Programs*

- Work closely with the host university, its staff and faculty, and faculty from other institutions to coordinate the core courses for the Central European and Jewish studies concentrations
- Help plan and implement semester activities and trips, including one weeklong and weekend academic excursion
- Design and run short-term programs that can focus on Central European and Jewish studies, Business & Economics, or the Arts
- Design activities and excursions for students interested in the humanities and social sciences
- Coordinate meals, housing, and Czech roommate selection
- Handle appropriated funds and work according to a budget

### *Support Staff*

- Support the Prague team in upholding all CET policies
- Participate and contribute to the orientation sessions each term
- Serve as language and culture resource to students
- Assist students as they adjust to life in the Czech Republic
- Maintain office hours and meet frequently with students to serve their needs

### *Serve as Liaison*

- Assist the Prague staff in representing CET to visiting US faculty and study abroad advisors
- Communicate regularly with CET's head office in Washington DC, specifically with the Prague Programs Manager and the Prague Programs Coordinator, on all issues relating to the programs
- Communicate with CET's head office in Washington DC in the event of an on-site emergency
- Support Prague staff with any on-site crises in an appropriate and effective manner

## **Requirements, in Order of Priority**

- MA in a related field; BA will be considered only if the candidate has related work experience
- Fluency in English and Czech is required
- Background working with American students or studying at a US university
- A background in humanities and/or social sciences
- Ability to remain calm and project authority during crises or stressful situations
- Superior interpersonal skills
- Excellent oral communication and writing skills
- Willingness to wear different hats and maintain flexibility toward program responsibilities
- Sensitivity to both student needs and cultural differences
- Undergraduate teaching, advising, or mentoring experience (preferred)

## Salary and Benefits

CET offers an excellent compensation package.

## 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 (CV).
- Formal cover letter that outlines the position to which you are applying (Resident Director CET Prague), 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 email (as Word or PDF attachments) to:

Kimberly Strozewski  
Director of Prague Programs  
e-mail: [kstrozewski@cetacademicprograms.com](mailto:kstrozewski@cetacademicprograms.com)

Please include the job title in the subject line. Application materials must be received by **April 30, 2018**, but applications will be reviewed as they are submitted. The successful completion of a background check is required for this position.