



<b>Title:</b>	Academic Director, <i>CET Beijing Internship Program</i>
<b>Status:</b>	Full time
<b>Job location:</b>	Beijing, China
<b>Supervisor:</b>	Adam Jones, Director, Asia Programs
<b>Application Deadline:</b>	October 25, 2017
<b>Start date:</b>	November 20, 2017

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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 Academic Director is responsible for managing the non-language academic aspects of the CET Beijing Internship program. He/she manages all non-language teachers, supervises 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. He/she works alongside the CET Beijing Internship Resident Director, 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. He/she may be asked to assist the CET Beijing Internship Language Coordinator with basic language instruction or language teacher management. Host

university relations fall primarily within the purview of the Resident Director, however, the Academic Director will step in as necessary in negotiations and high-level talks.

The Academic Director reports to the Director of Asia Programs in Washington, D.C.

## Responsibilities

### Manage Academics

- Participate in each semester's orientation sessions.
- Recruit and hire area studies faculty each term. Work closely with the DC office to ensure that the program offers a suitable array of area studies courses that respond to US student needs.
- Manage area studies faculty, ensuring that all courses are rigorous, effective and adhere to CET's standards.
- Pay teachers according to CET payment plans; manage an academic budget
- Maintain student academic files and records
- Supervise and evaluate teaching, creatively solve day-to-day curricular problems.
- Design and implement facets of the curriculum which support program goals.
- Regularly report recommendations concerning curricula to CET Washington.
- Oversee the student internship placement process and class.
- Assist Shanghai program director by providing academic oversight of Shanghai classes and curriculum when necessary.

### Teach/Counsel

- Teach classes according to student course selections and need each term. He/she will primarily teach the Understanding Modern China course, but may be called in to teach other courses as well.
- Work to ensure that "Understanding Modern China" curriculum effectively links with language class curriculum.
- Serve as language and culture resource to CET students.
- Conduct or oversee any student independent study, ensuring academic quality.
- Maintain office hours and meet individually with students to assess their progress and serve their needs.

### Serve as Liaison

- Represent CET to all on-site visitors.
- Maintain office hours and counsel students on academic issues when necessary.
- Assist the RD in representing CET's needs to its host institution, Capital Normal University.
- Host visitors and promote CET at conferences as needed
- Communicate frequently with CET's Washington China team. Submit mid-semester and final program reports each term to CET's Senior Asia Programs Manager.

## Requirements

- PhD in a relevant field, excellent candidates with an MA will be considered
- Extensive teaching experience
- Administrative & managerial experience
- Cultural sensitivity and experience working with students of diverse backgrounds
- Familiarity with US-managed study abroad programs
- Good communication skills in Chinese and English
- Patience, flexibility, positive attitude and a sense of humor

## Salary and Benefits

- Salary, commensurate with experience
- Competitive benefits package, including medical insurance coverage
- 5 weeks of Paid Time Off, to start
- Round-trip airfare between US home and Beijing
- Miscellaneous expenses, including relevant inoculations, relocation fees, etc.
- Special bonuses that may be earned for profit sharing, employee referrals or benchmark anniversaries

*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 October 25, 2017 for primary consideration, open until filled.  
Send resume and cover letter via e-mail (as a single Word or PDF attachment) to:  
Adam Jones  
Asia Programs Director  
CET Academic Programs  
1155 Connecticut Ave NW, Suite 300  
Washington, DC 20036  
jobs@cetacademicprograms.com  
(Please put "Beijing Internship Academic Director" in the subject line.)