



**Title:** Short-term Resident Director (STRD), various programs

**Job Location:** Beijing & Kunming, China

**Dates:** Late Spring & Summer 2018 (see below)

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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

CET Journeys are short-term programs customized for university and high school partners. The Short-term Resident Director (STRD) serves as CET’s primary liaison for the Journey and coordinates communication between all necessary parties, which may include a Resident Director, Academic Director, Office Assistant, custom program faculty member and students.

The STRD is responsible for logistics from program setup through completion, managing on-site emergencies, orientation, excursions, accommodations, and student advising. The successful STRD thinks on their feet and exercises good judgement in unpredictable situations.

Candidates are advised that this is a time-consuming, fast-paced, and challenging position. We therefore discourage those interested in pursuing their own research projects from applying. There is a possibility that some STRD positions could turn into full-time roles.

More details about each STRD role:

#### **Kunming Intensive Chinese Language (Kunming, China)**

May 1 to August 20, 2018

The STRD works with undergraduate students on the Middlebury School in China program from May-June (15-20 students) and the CET program from June-August (30-50 students), supporting Journeys running concurrently in Kunming as needed. This position requires the highest level of experience and linguistic ability of all STRD positions. Supervisor: Tara Sun Vanacore

### **Hmong Language Immersion in China (Kunming and Southeast Yunnan, China)**

May 1 (or earlier) to August 20, 2018

The STRD works with a faculty member to design and implement a new program that exposes 20-30 undergraduates to various dialects of Hmong language and Hmong culture in Yunnan. The STRD represents CET in coordinating with a Kunming-based Hmong professor and a local Hmong tour guide, sets up classes at CET's host university, and plans excursions around Kunming. They conduct a scouting trip to Hmong areas of southeast Yunnan, vetting homestay families and designing activities, and they accompany the group during the rural portion of the program. Strong Chinese required, Hmong language not required. Supervisor: Tara Sun Vanacore

### **Various Programs (Beijing, China)**

April & May 2018

The STRD works closely with CET's Resident Director in Beijing to provide logistical support for several short-term programs for undergraduate students. These programs vary in duration, academic focus, and group size. Conversational Chinese language ability required, candidates who already live in Beijing preferred. Supervisor: Ben Pollok

### **Junior State of America (Beijing, China)**

June & July 2018

The STRD works closely with an Academic Director to support a group of 15-20 high school student participants in the JSA Diplomats Program in Beijing. The position requires Chinese speaking proficiency and experience supporting first-time travelers abroad. Supervisor: Ben Pollok

### **MIL Beijing Academy (Beijing China)**

June-August 2018

See separate job descriptions.

## **Responsibilities**

### **Program Management**

- In collaboration with the DC China Programs Manager, plan logistics for all aspects of the program.
- Scout program destinations (as necessary).
- Design and run student orientation; manage other student meetings as needed.
- Lead innovative student activities and excursions.
- Assist faculty with designing and implementing course-related field trips.
- Oversee all aspects of student accommodations (including dorms, homestays, and/or hotels).
- Handle appropriated funds and work according to a budget.
- Manage internal accounting system, track all expenses and submit accounting report.
- Enforce CET policies.

### **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 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.
- Represent partner and student needs to local vendors.
- Submit a comprehensive final program report.

## Requirements

- At least one year of professional or academic experience in China, experience in Beijing or Kunming preferred (depending on position)
- Moderate to advanced proficiency in Chinese (language needs vary by program)
- 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 Compensation Package

While this is a time-consuming, challenging position, CET firmly supports a healthy work-life balance and provides excellent professional development opportunities. Our compensation package includes salary commensurate with experience, visa support, and international travel health insurance. *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**, positions open until filled.

Qualified candidates should submit the following documents:

- Résumé.
- Formal cover letter that outlines the position to which you are applying (Short-term Resident Director), your qualifications and experience, and where you first heard about the position.
  - In your cover letter, please highlight your preferred program location and your Chinese language proficiency.
- List of three references.

Applications missing any of these components will not be considered. Send application materials via e-mail (as attachments) to:

China Programs Manager  
CET Academic Programs  
1155 Connecticut Ave NW, Suite 300  
Washington, DC 20036  
[jobs@academic-travel.com](mailto:jobs@academic-travel.com) (Please put "Short-term Resident Director" in the subject line.)