



Title: Academic Director, Intensive Japanese Language & Culture Studies in Osaka
Status: Full-time
Job location: Osaka, Japan
Preferred start dates: April or May 2018
Manager: Kate Maruyama, India and Japan Programs Manager

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 (AD) is responsible for managing the academics of and providing the vision and leadership for the *Intensive Japanese Language & Culture Studies in Osaka* program, which operates during the fall, spring and summer terms. The AD reports to the India and Japan Programs Manager based in Washington, DC, and works with the Academic Coordinator, teachers, two Student Service Coordinators, and staff of OGU's International Center. Excellent communication, leadership and team work skills are essential.

General responsibilities include managing CET's Japanese language teachers, designing and assessing the program's academic curriculum, conducting teacher training, assisting students outside of class on academic matters, drafting academic plans for upcoming semesters, teaching Japanese language classes, designing and directing each term's academic orientation session, networking in the local community, and contributing to the CET Japan Three-Year Plan.

Additionally, the AD must work together with the Student Service Coordinators and OGU staff to ensure the quality of the program activities, on-going orientations, and roommate program.

Responsibilities

The responsibilities of the AD include, but are not limited, to the following.

Oversee Japanese Language Program Curriculum

- Oversee and periodically evaluate the language curriculum, make recommendations
- Lead the creation of syllabi and other teaching materials
- Supervise and evaluate teaching, creatively solve day-to-day curricular problems
- Design and implement new activities, practica and traveling seminars which support classroom goals
- Maintain, enforce and uphold language pledge during summer term
- Maintain office hours for faculty and students
- Improve upon current systems for student placement, examination, and general learning
- With Academic Coordinator, coordinate all language classes, including attendance, grading standards, and teacher assignments
- Report final recommendations concerning the program to DC-based staff
- Contribute to CET Japan Three Year Plan with specific academic goals and vision

Manage Academic Staff

- Recruit, hire, and train Japanese teachers in cooperation with OGU
- Manage the Academic Coordinator

Serve as Liaison

- Coordinate with host institution(s) in coordinating other course offerings
- Represent CET in its dealings with university faculty and administrators
- Represent student needs to CET and the host institution(s)
- Communicate regularly with CET's head office, submitting written reports
- Coordinate work with on-site staff by participating in weekly meetings

Teach/counsel students

- Teach Japanese language classes as needed
- Serve as language and culture resource to students
- Assist SSCs as necessary with the Japanese roommate or local partner interface
- Suggest activities that correspond to program goals
- Conduct student academic orientation and serve as on-going resource for student questions
- Troubleshoot student issues

Requirements, in Order of Priority

- Master's degree in a relevant discipline (Ph.D. preferred)
- Considerable professional experience with Japan and the US in related field
- Japanese language proficiency. English language skills preferred.
- Experience counseling, mentoring or teaching students, preferably in a cross-cultural context
- Excellent management and organizational skills

- Demonstrated ability to work both independently and as a team
- Willingness to wear different hats and work odd hours
- Demonstrated commitment to education and study abroad
- Sensitivity to student needs and cultural differences
- Sense of humor

Salary and Benefits

While this is a time-consuming, challenging position, CET firmly supports a healthy work-life balance, and provides all staff with ample paid time off and other benefits. Our compensation package includes:

- Salary commensurate with experience
- Generous Paid Time Off
- Employee assistance program
- Travel and education-in-service opportunities
- Professional membership in the International Airlines Travel Agent Network
- Special bonuses that may be earned for profit sharing, employee referrals or benchmark anniversaries

The successful completion of a background check is required for this position.

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 (Japan Academic 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. Applications will be reviewed on a rolling basis. For best consideration, applications should be received by March 15.

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

CET Academic Programs
1155 Connecticut Ave, NW, suite 300
Washington, DC 20036
e-mail: jobs@academic-travel.com