



**Title:** Assistant Director of Residential Life, MIL Beijing Academy

**Job Location:** Beijing, China

**Students:** High School/Pre-College

**Supervisor:** Director of Residential Life, MIL Beijing Academy (TBD)

**Accountable to:** Colleen O'Connor, China Programs Manager

**Dates:** June 18- August 5, 2018

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### **Description of the Organizations**

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 assists Middlebury Interactive Languages to run the MIL Beijing Academy. The Academy aims to create lifelong language learners through encouraging the development of world language skills early in life. To this end, the Academy offers a rigorous four-week language immersion experience for rising 9th-12th grade students with at least one year of Mandarin language experience, who are passionate about language proficiency and cultural understanding. Speaking in their target language 24/7, while engaging in meaningful cultural exploration projects, students make unrivaled strides in language acquisition in four weeks. The Academy is offered by Middlebury Interactive Languages, which also specializes in digital language learning for K-12 students.

### **Description of the Position**

CET Academic Programs is hiring **three** Assistant Directors of Residential Life (ADRL) to work as a team and assist the Director of Residential Life (DRL) in running the MIL Beijing Academy.

The ADRLs will help oversee logistics from program setup through completion, manage on-site emergencies, orientation, excursions, accommodations, and provide general student support. A successful ADRL 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 side projects from applying. There is a possibility that this position could turn into a full-time role with CET.

## **Responsibilities**

*Each ADRL will specialize in particular areas, such as logistics, health & safety, and/or RA management. General responsibilities include:*

### **Student Support**

- Set appropriate expectations and act as a role model for students.
- Facilitate positive group dynamics and individual experiences from airport arrival through full program term.
- Serve as a language and culture resource to students.
- Maintain office hours and advise students as needed.

### **Manage Resident Assistants and/or other onsite staff**

- Help implement staff training.
- Monitor staff performance.
- Respond to all questions and concerns; solve problems as they arise.

### **Health & Safety**

- Be on call 24 hours per day / 7 days per week for emergencies.
- Follow emergency response procedures and manage on-site emergencies.
- Maintain student records, including incident reports.
- Accompany students to hospital or clinic, as needed.

### **Logistics**

- Organize portions of student orientation; manage other student meetings, as needed.
- Organize innovative student activities and excursions.
- Assist teachers with designing and implementing course-related field trips.
- Oversee logistics for student dormitory accommodations.
- Maintain a Chinese language pledge.
- Enforce CET and MIL policies.

### **Communication**

- Communicate frequently with the Beijing-based DRL.
- Communicate as necessary with parents, MIL and other stakeholders.
- Contribute to a comprehensive final program report.

## **Requirements**

- At least two years of professional or academic experience in Greater China, experience in Beijing preferred
- Advanced proficiency in Chinese
- Bachelor's degree in a relevant discipline
- Excellent management, administrative & organizational skills
- A commitment to education and study abroad
- Demonstrated experience or interest in working with high school/pre-college students
- 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

### **Stipend and Benefits**

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:

- Stipend, commensurate with experience
- Round trip flight to China, reimbursed up to \$1500
- Visa support
- International travel health insurance
- Daily group breakfast and lunch on weekdays
- Single room in student dormitory

*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 **February 15, 2018** for priority review, positions open until filled.

Qualified candidates should submit the following documents:

- Résumé.
- Formal cover letter that outlines the position to which you are applying (**Assistant Director of Residential Life, MIL Beijing**), 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:

Colleen O'Connor  
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 “Assistant Director of Residential Life, MIL Beijing” in the subject line.)