



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

**Job Location:** Beijing, China

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

**Supervisor:** Colleen O'Connor, China Programs Manager

**Dates:** Part-time starting in May 2018; Full time from June 1- August 5, 2018

---

### **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**

The Director of Residential Life (DRL) is responsible for managing a team of three Assistant Directors of Residential Life (ADRL) and other onsite staff in Beijing, and will maintain a positive, encouraging team environment. The DRL will ensure that all programmatic elements work together to achieve MIL Beijing program goals.

Along with the ADRLs, the DRL will oversee the logistics from program setup through completion, manage on-site emergencies, orientation, excursions, accommodations, and provide general student support. The successful DRL 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**

### **Staff Management**

- Manage ADRLs and other onsite staff, including:
  - Assist with recruiting and hiring candidates.
  - Plan and implement staff training.
  - Ensure balanced workload between staff.
  - Monitor staff performance.
  - Provide guidance and vision.
  - Schedule regular one-on-one meetings.
  - Respond to all questions and concerns; solve problems as they arise.
  - Keep staff morale high.
  - Advocate for staff needs.

### **Program Management**

- In conjunction with the ADRLs, the DRL will:
  - Oversee logistics for all aspects of the program.
  - Design and run student orientation; manage other student meetings as needed.
  - Lead innovative student activities and excursions.
  - Assist teachers with designing and implementing course-related field trips.
  - Oversee all aspects of student dormitory accommodations.
  - Maintain a Chinese language pledge.
  - Enforce CET and MIL policies.

### **Student Support**

- Serve as language and culture resource to students.
- Maintain office hours and advise students as needed.
- Maintain student records, including incident reports.
- Be on call 24 hours per day / 7 days per week for emergencies.
- Follow emergency response procedures and manage on-site emergencies.

### **Financial Management**

- Manage appropriated funds and work according to a budget.
- Manage internal accounting systems, track all expenses and submit periodic accounting reports.

### **Communication**

- Communicate frequently with the supervising China Programs Manager.
- Communicate as necessary with parents, MIL and other stakeholders.
- Represent partner and student needs to host university and local vendors.
- Submit a comprehensive final program report.

## **Requirements**

- At least five years of professional or academic experience in Greater China, experience in Beijing preferred
- Advanced proficiency in Chinese

- Bachelor's or Master'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 (**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 "Director of Residential Life, MIL Beijing" in the subject line.)