



Title: Academic Director, CET Shanghai

Job location: Shanghai, China

Supervisor: Jeremy Friedlein, Director, CET Shanghai

Accountable to: Kimberly Sine, China Programs Manager

Dates: February 2018- February 2020

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 non-language academic aspects of the CET Shanghai program, teaching the Internship: Bridging Theory and Practice, and teaching an elective course twice annually. The AD manages all non-language faculty, supervises instruction, conducts teacher training, mentors students on all academic issues and applies his/her expertise to areas of curriculum design, pedagogy, and teaching methodology.

The AD is supervised by the CET Shanghai Director, works alongside the CET Shanghai Resident Director and Academic Director responsible for Chinese language instruction, and makes recommendations to the CET head office in Washington, DC for non-language curricular and programmatic changes. The Academic Director reports most directly to the CET Shanghai Director, but is also accountable to the China Programs Manager in Washington, D.C.

The AD may be asked to assist with short-term programs and give lectures or classes to groups of visiting students/scholars and assist with advising about aspects of non-language academics for other Greater China programs.

Responsibilities

Academic Management & Curriculum Development

- Assist with each term's orientation sessions and activities.
- Recruit and hire area studies faculty each term.
- Manage area studies faculty, ensuring that all courses are rigorous, effective and adhere to CET's standards.
- Supervise and evaluate teaching; creatively solve day-to-day curricular problems.
- Manage an academic budget.
- Maintain student academic files and records.
- Design and implement facets of the curriculum which support program goals.
- Conduct or oversee any student independent study, ensuring academic quality.
- Maintain office hours and counsel students on academic issues when necessary.
- Uphold CET's code of academic integrity, best practices in research ethics, and other academic policies.

Teach

- Teach *Internship: Bridging Theory and Practice* course.
- Teach an elective course at least twice annually (fall and spring terms).
- Work with CET Shanghai Director and DC-based Director of Academic Affairs and Strategic Initiatives to continually refine course content.
- Prepare a term-specific syllabus for distribution on the first day of class that adheres broadly to the course's syllabus of record, but provides greater detail on class meetings, topics, readings, assignments, grading criteria, and activities.
- Grade fairly and consistently, return graded material to students in a timely manner, and offer students written and/or verbal feedback on their assignments and performance in the course.
- Teach other courses as needed each term.

Serve as Liaison

- Collaborate with other CET Shanghai staff to ensure all programmatic elements work together harmoniously.
- Help arrange and host visitors as needed.
- Promote CET at conferences as needed.
- Communicate frequently with CET's Washington D.C. China team.
- Contribute to mid-semester and final program reports each term.

Requirements

CET Academic Directors must hold a terminal or advanced degree in their area of study, have 5-10 years teaching experience preferably with U.S. undergraduates, and significant managerial experience. Familiarity with US-managed study abroad programs and the ability to work independently and as part of a team is essential.

Beyond what we require of our Academic Directors, however, we hope that those who teach for us bring a sincere commitment to the enterprise of international education, to developing in our students' critical thinking, intellectual sophistication, and strong writing and research skills, and to instilling in them a strong and lasting engagement both with the intellectual content of the course, and with the program location to which it is intimately connected.

Competitive Salary and Benefits Package

While this is a time-consuming, challenging position, CET firmly supports a healthy work-life balance and provides generous paid time off and professional development opportunities. Our compensation package includes salary commensurate with experience. *Final hires are contingent on a successful background check.*

- 5 weeks of Paid Time Off, to start
- 401K retirement plan
- Health and life insurance options
- 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

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 15, 2018**.

Qualified candidates should submit the following documents:

- Résumé or CV.
- Formal cover letter that outlines the position to which you are applying (**CET Shanghai 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. Send application materials via mail or e-mail (as attachments) to:

Kimberly Sine
China Programs Manager
CET Academic Programs
1155 Connecticut Ave NW, Suite 300
Washington, DC 20036
jobs@academic-travel.com (Please put “**CET Shanghai Academic Director**” in the subject line.)