



<b>Title:</b>	Resident Director, <i>Race, Identity and Ethnicity Program</i>
<b>Job location:</b>	Cali, Colombia
<b>Status:</b>	Long-term position
<b>Supervisor:</b>	Héctor Cruz-Feliciano, Senior Programs Manager- Latin America
<b>Application Deadline:</b>	Open until position is filled

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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**

The Cali Resident Director (RD) is primarily responsible for CET’s Race, Identity and Ethnicity program. The emphasis of this program is on issues related to the Afro community in Colombia. As a result, the successful candidate must possess a fair degree of knowledge and expertise on the matter.

The program’s dates of operation are during the fall and spring terms. In time, RD may be delegated with the responsibility of developing a summer program. The RD also has some duties related to other small CET specialty programs (CET Journeys), which operate on a case-by-case basis.

The RD serves as CET’s primary liaison for the program and coordinates communication between the other staff members, students and/or faculty. The RD handles all academic and non-academic issues, including –but not limited to– housing, on-site emergencies, excursions and student adjustment (see below). In terms of academics duties include the scheduling of all classes and the planning and implementation of all class-related field trips. The RD also monitors classes, assists with hiring faculty, helps students with most common academic questions according to the academic policy, coordinates classroom equipment, and interacts with faculty and students to resolve any academic-related problems or issues.

General responsibilities include all of the above-listed academic duties, as well as the management of all activities and excursions, student welfare and housing. The RD designs and directs each term’s orientation sessions, and meets

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frequently with CET's students (both informally and during regular office hours) to evaluate their goals, progress and adjustment. The RD is responsible for the programs' operating budgets and financial reports. The RD reports to the Senior Programs Manager for Latin America in Washington, DC.

Attributes of the ideal RD candidate are flexibility, dedication and enthusiasm both for working with students and for the field of study abroad. Candidates are advised that this is a time-consuming, challenging position. CET is seeking a candidate willing to commit to two years in the position.

## **Responsibilities**

### **Manage Programs**

- Design and run each semester's orientation sessions; manage other student meetings as needed.
- Find new housing accommodations when necessary.
- Handle student housing requests and attend to housing-related problems for students and faculty when necessary.
- Manage all program facilities including the CET Center.
- Select and manage Colombian roommates.
- Identify and monitor volunteer sites; direct and execute CET's volunteering program.
- Design and implement innovative student activities.
- Assist faculty with designing and implementing course-related field trips. Attend these excursions when necessary.
- Design and implement the traveling seminar.
- Plan and execute all other activities and excursions.
- Manage the office budget, tracking all expenditures and submitting accounting reports.
- Deal with on-site emergencies as they occur.
- Assist other groups using CET's facilities as needed.
- Coordinate and manage all U.S. institution guest visits, including housing, schedule, transportation, etc.
- Other tasks as assigned and needed.

### **Academics**

- Help screen and hire, guide and assist all program faculty.
- Design and manage the program's semester schedule.
- Work with the academic staff to manage all syllabi, textbooks, grades and transcripts for all courses.
- Monitor classes and advise students with regards to the most common academic questions.
- Work together with the staff, faculty and students to solve any academic-related problems or issues.

### **Teach/Counsel**

- Serve as language and culture resource to students; guide students in their academic and non-academic pursuits, both formally and informally.
- Maintain office hours and counsel students as needed.
- Maintain student academic files and records.
- Be on call 24 hours per day / 7 days per week for emergencies.

### **Serve as Liaison**

- Work with host administrators to ensure that students' transcripts are administered correctly and in a timely manner.
- Communicate frequently with the Senior Programs Manager.

- Submit a thorough and accurate final accounting report to the CET headquarters at the midterm and end of the program.
- Represent student needs to CET and the host institution.
- Represent CET to all on-site visitors.
- Assist with various marketing tasks, such as overseeing student blog posts, providing photographs for the CET promotional materials, etc.

### **Requirements, in Order of Priority**

A bachelor's degree in a relevant discipline is required; a master's degree is strongly preferred. Near-native fluency and excellent communication skills, both, verbal and writing in Spanish. Intermediate to advanced language proficiency in English.

- At least two years of professional or academic experience in Colombia, specific experience in Cali is preferred.
- Good understanding of U.S. university systems and course structures.
- Excellent management & organizational skills.
- At least two years of professional experience working with Americans and Colombians.
- Experience working with budgets and accounting issues.
- A willingness to wear different hats and work long hours.
- Ability to work well independently and with a team.
- A commitment to education and study abroad.
- A demonstrated sensitivity to student needs and cultural differences.
- Familiarity with the city of Cali.
- A desire to help develop and improve CET programs further.

### **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.

### **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 documents:

- Résumé.
- Formal cover letter that outlines the position to which you are applying (CET Cali Resident 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 e-mail (as Word or PDF attachments) to:

Héctor Cruz-Feliciano  
 Senior Programs Manager, Latin America  
 CET Academic Programs  
 1155 Connecticut Ave NW, Suite 300  
 Washington, DC 20036  
 jobs@academic-travel.com (Please put "Colombia Resident Director" in the subject line.)