



Position Title	Group Leader, High School & Pre-College Programs Abroad
Department	High School & Pre-College Division
Location	Beijing, China
Status	Short-term, temporary
Supervisor	Tess Cannon, High School/Pre-College Manager
Dates	Late June—Early August, program dates vary

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

Group leaders play a key role in the high school/pre-college teams consisting of CET overseas academic and residential life staff, potentially including academic directors, teachers, resident directors, and resident assistants to create at least a 1:10 staff to student ratio. This team is responsible for delivery of 3-4 week summer academic programs abroad for high school students ages 15-18. Group leaders create a positive and inclusive environment that fosters intercultural student learning and academic success, in conjunction with other program staff. They support students as they engage in an intellectually stimulating, fun, and

challenging program while navigating cultural differences. They participate in all aspects of the program, serving as student advisor, mentor, and role model for successful cross-cultural engagement while providing 24/7 support and emergency management as needed.

Summer 2018 Programs

- International Career Pathways: Beijing, China
- Chinese Technology and Entrepreneurship: Hangzhou, China
- Discovering Italy through Food, Art, and Sports: Florence, Italy
- Introduction to Latin American Studies: Cordoba, Argentina
- Advances in Healthcare: Havana, Cuba

Areas of Responsibility

- Serve as group leader for 8-25 high school students participating in international program abroad (note: groups larger than 10 students may have two group leaders)
- Facilitate positive group and individual experience from predeparture to airport arrival and through the full program term
- Accompany the group flight from the US to the program location and back to the US
- Live with students in group accommodations (or nearby in the case of homestays) and serve as head resident assistant
- Collaborate with resident director and/or academic director to ensure smooth program delivery in all aspects
- Attend all classes and activities associated with the program
- Set appropriate expectations and model behavior for students according to CET conduct policy
- Support student health and safety at all times, including frontline management of issues and emergencies
- Attend staff meetings and submit required written reports on time

Requirements

- Bachelor's degree
- Experience and enthusiasm for working with high school and pre-college students
- Experience living, working, and/or studying abroad in the program location or region
- Proficiency in the target language and interest in the program theme
- Leadership and facilitation skills
- Understanding of the mindset and needs of high school students from a variety of backgrounds
- Appreciation for the importance of access and inclusion
- Ability to establish and maintain positive professional relationships and communicate effectively with students and colleagues
- Proven ability to multitask and manage conflicting priorities

- Willingness to be on call 24/7 during the program period
- Patience, flexibility, positive attitude, and a sense of humor
- Availability to attend three-day training session in Washington, DC in mid-late June (exact dates TBD)
- Successful completion of a background check
- **Preferred:** High school teachers/counselors and/or individuals with experience leading high school/pre-college groups abroad

Compensation

CET covers travel, accommodation, and meals associated with the DC training and the international program. Group leaders receive a stipend of \$300 per week upon successful completion of the program.

To Apply

CET is committed to diversity, and we work hard to maintain a welcoming, non-discriminatory professional 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 program to which you are applying, 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 email (as Word or PDF attachments) to:

Tess Cannon
High School/Pre-College Manager
Email: jobs@cetacademicprograms.com

Please include the country name and "HSPC Group Leader" in the subject line.