



<b>Position Title</b>	India Academic Director
<b>Department</b>	CET India
<b>Location</b>	Varanasi, India (fall/spring), Delhi, India (summer)
<b>Status</b>	Full-time, salaried, non-exempt
<b>Supervisor</b>	Harini Narayanan, India Programs Director
<b>Start Date</b>	Summer 2018

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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 Academic Director (AD) is responsible for managing the academics for the entire UW in India program portfolio, including fall/spring in Varanasi, summer in Delhi, and faculty-led custom programs in multiple destinations.

General responsibilities may include: coordinating and teaching classes, leading the expansion of academic offerings, coordinating with and training instructors, planning excursions that complement academic goals, managing the program calendar, and mentoring students.

**CET Academic Programs | 1155 Connecticut Ave. NW, Suite 300 | Washington, DC 20036  
www.cetacademicprograms.com | 1.800.225.4262 | cet@cetacademicprograms.com**

Candidates are advised that the AD position is both time-consuming and challenging. Candidates interested in combining this position with external projects are discouraged from applying.

## Areas of Responsibility

### Oversee Program Academics

- Coordinate all courses and tutorials
- Oversee the hiring of local faculty, in consultation with the India Programs Director and DC staff
- Supervise and evaluate teaching, creatively solve day-to-day curricular problems
- Design and implement formal and informal teacher training
- Manage on-site instructors
- Develop new syllabi and improve upon existing syllabi
- Design, plan and implement innovative student excursions
- Monitor class attendance and grading standards
- Design and implement excursions that support classroom goals
- Regularly report recommendations concerning curricula to the India Programs Director and DC-based staff

### Counsel/Mentor and Teach Students

- Teach at minimum one course per semester
- Serve as language and culture resource to students; guide students in their academic pursuits
- Design and run each semester's academic orientation sessions
- Maintain office hours and counsel students as needed

### Serve as Liaison

- Manage expectations about tutorials and independent research projects for students and hosts
- Represent CET and maintain positive relationships with locals and partners
- Communicate frequently with India Programs Director and DC-based staff
- Submit thorough mid-semester and final program reports in consultation with all local program staff and faculty
- Represent student needs to CET and local partners
- Provide content for CET marketing materials

## Requirements

- Master's degree in a relevant discipline (Ph.D. preferred)
- Considerable experience (professional or academic) in India
- Near fluency in Hindi and English
- Experience working with students in a cross-cultural context
- Excellent management and organizational skills
- Demonstrated ability to work both independently and as a team
- Superior time management skills
- Willingness to wear different hats and work odd hours
- Demonstrated commitment to education and study abroad

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- Sensitivity to student needs and cultural differences
- Sense of humor

## Salary and Benefits

While this is a time-consuming, challenging position, CET firmly supports a healthy work-life balance, and provides all staff with ample paid time off and other benefits. Our compensation package includes:

- Salary commensurate with experience
- Generous paid time off
- On-going professional development opportunities
- Benefits package

*The successful completion of a background check is required for this position.*

## 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:

- Résumé.
- Formal cover letter that outlines the position 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:

Kate Maruyama  
India and Japan Programs Manager  
Email: [jobs@cetacademicprograms.com](mailto:jobs@cetacademicprograms.com)

Please include the job title in the subject line. Application materials must be received by **May 1, 2018**.