



Title: Resident Advisor, MIL Beijing Academy

Job Location: Beijing, China

Students: High School/Pre-College

Supervisor: Director of Residential Life, MIL Beijing Academy

Dates: June 21- August 1, 2018

- Training & Program prep time: June 21- June 30
- Program: July 1- July 27, 2018
- Wrap Up: July 28- August 1, 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

Residential Advisors (RAs) live with students in the dorms, while also overseeing cultural exploration activities, group meals, free time and student interest clubs. For every 8-10 students at MIL, there is one RA of the same gender who is charged with helping students make the most of their language immersion experience outside of the classroom setting. RAs are part of the residence life team which includes the Director of Residential Life (DRL) and several Assistant Directors of Residential Life (ADRLs).

RAs at MIL come from a variety of backgrounds, but all have one thing in common—passion for China and Chinese language. Most RAs are college students or young professionals who have studied or lived abroad to accelerate their language proficiency and are comfortable using Chinese to accomplish everyday tasks and

communicate freely. RAs will enthusiastically mentor MIL students to develop their Chinese language skills through academic and non-academic pursuits.

MIL students are minors, so RAs must be extremely responsible, trustworthy and authoritative. A successful RA thinks on their feet and exercises good judgement in unpredictable situations.

This is a time-consuming, fast-paced, and challenging position. A typical day includes a wakeup call at 7:30 AM, morning assembly, group lunch with students on or off campus, assisting with afternoon classes or cultural activities, dinner with students, study hall/student interest clubs, and curfew checks between 10-11 PM. One day off per week and blocks of free time will be built in for RAs to rest. Due to the program's brevity, leave of absences will not be allowed aside from extenuating circumstances or illness.

All RAs must attend training sessions and assist with program setup prior to the program start date.

Responsibilities

Student Support

- Set appropriate expectations and act as a role model for students.
- Facilitate positive group dynamics and individual experiences from airport arrival through full program term.
- Serve as a language and culture resource to students.
- Conduct nightly check-in meetings with students in the dormitory.

Health & Safety

- Follow emergency response procedures and help manage on-site emergencies.
- Help maintain student records, including incident reports.
- Ensure safe conditions in student dormitory accommodations.
- Monitor student health conditions/accommodations in conjunction with ADRL and DRL.

Logistics

- (Ideally) Accompany the group flight from the US to Beijing, or Beijing back to the US.
- Maintain a Chinese language pledge.
- Enforce CET and MIL policies.
- Assist with student activities and excursions; assist teachers with implementing course-related field trips.
- Plan a student interest club for students' evening free time.
- Handle appropriated funds; track all expenses on applicable activities and aid in receipt collection and cost tracking.
- Support the DRL and ADRL with any other assigned logistical duties.

Communication

- Clearly communicate to students in Chinese (meeting times, meeting locations, activity instructions).
- Communicate frequently with the DRL and ADRLs; attend staff meetings and submit written reports on time.
- Communicate as necessary with parents, MIL and other stakeholders.

Requirements

- At least one semester of experience in China (one academic year of experience is ideal)
- Intermediate-high or Advanced Proficiency in Chinese
- Experience and enthusiasm for working with high school students
- Leadership and facilitation skills
- Understanding of the mindset and needs of high school students from a variety of backgrounds

- Team player; ability to work with others and contribute to a positive work environment
- Willingness to work odd hours
- Patience, flexibility, positive attitude, and a sense of humor

Stipend and Benefits

CET covers a flight to China (if necessary), Chinese visa processing (or visa extension), and international travel health insurance. RAs will live in free, on-campus housing in a shared double room for the duration of the program. Most meals are included. A stipend of \$1250 is given upon successful completion of the program.

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 **April 20, 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 (**Resident Advisor, MIL Beijing**), your qualifications and experience, and where you first heard about the position.
- List of two references.

Applications missing any of these components will not be considered.

Send application materials via e-mail (as attachments) to:

Katie Whitman, Director of Residential Life
MIL Beijing Academy
CET Academic Programs

jobs@academic-travel.com (Please put "Resident Advisor, MIL Beijing" in the subject line.)