



Title: Assistant Director, Middlebury C. V. Starr School in China: Beijing or Kunming (two positions)

Status: Full-time

Job location: Beijing or Kunming, China

Supervisor: Tara Sun Vanacore, China Programs Manager

Dates: January 2019-January 2021

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 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.

Middlebury College is a highly regarded liberal arts college that also offers graduate and specialized programs around the world. The Middlebury College Chinese language program has earned its reputation as one of the best Mandarin language programs in the country; it consists of three largely independent units: language instruction by the Middlebury Chinese department for Middlebury students during the academic year; the summer Chinese Language School at Middlebury for students from any place; and the Middlebury C.V. Starr School in China, run jointly with CET Academic Programs, which is for students from any US college or university. The Middlebury School in China (MiC) operates in three cities:

- Hangzhou, launched in 2004 at Zhejiang University of Technology

- Beijing, launched in 2009 at Capital Normal University
- Kunming, launched in 2010 at Yunnan University

Description of the Position

The Assistant Director (AD) oversees the non-academic aspects of the program. General responsibilities include managing and implementing activities, excursions, Chinese roommate selection, and orientation. The AD meets frequently with students to evaluate their goals, progress, and adjustment. The AD works with the Director to ensure that overall goals and expectations of the program are being met.

The AD provides support to the Director, who oversees all aspects of the program but devotes the majority of their time to managing academics and working with faculty members. The AD also works closely with an office assistant, communicates regularly with Middlebury's International Programs Office, and reports to the supervising China Programs Manager in Washington, D.C. Excellent communication and teamwork skills are essential.

CET is seeking a candidate willing to commit to at least two years in Beijing or Kunming.

Responsibilities

Program Management

- With the Director, design and run orientation sessions.
- Lead innovative student activities and excursions.
- Assist with enforcing the program's Chinese Language Pledge.
- Foster student self-reliance and integrate students into local Chinese life.
- Oversee all aspects of student housing.
- Manage all aspects of the Chinese roommate program, including Chinese student selection, orientation and counseling.
- Utilize allocated funds and work according to a budget.
- Enforce Middlebury and CET policies.
- Recruit, hire, and manage an office assistant (as needed).
- Work on CET programs operating during the winter and summer terms when the MiC program is not in session (including the CET Beijing January Term, CET Kunming, and/or short-term customized programs).

Student Support

- Serve as a language and culture resource to students; guide students in their non-academic pursuits.
- Maintain office hours and advise students as needed.
- Maintain student files and records.
- Be on call 24 hours per day / 7 days per week for emergencies.
- Follow emergency response procedures and manage on-site emergencies.

Communication

- Communicate frequently with the supervising China Programs Manager and with Middlebury's International Programs office.
- Submit mid-semester and final program reports each term.
- Liaise with the host university to represent student needs.
- Represent CET in negotiating contracts and agreements with the host university as needed.
- Represent the program effectively to all on-site visitors.
- Assist with various marketing tasks, such as overseeing student blog posts and providing photographs for CET and Middlebury's promotional materials.
- Update CET programs database regularly.

Requirements

- At least two years of professional or academic experience in China.
- Advanced proficiency in Chinese and English.
- Bachelor's or Master's degree in a relevant discipline.
- Excellent management, administrative & organizational skills.
- A commitment to education and study abroad.
- Ability to work independently and as part of a team.
- Cultural sensitivity and experience working with students of diverse backgrounds.
- Ability to handle student emergencies with authority and calm.
- Willingness to wear different hats and work odd hours.
- Patience, flexibility, positive attitude, and a sense of humor.
- CET and MiC program alumni are encouraged to apply.

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 upon the successful completion of a 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 **November 15, 2018** for primary consideration, open until filled.

Qualified candidates should submit the following

- Résumé
- Formal cover letter that outlines the position to which you are applying (MiC Assistant Director) 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:

Tara Sun Vanacore
China Programs Manager
CET Academic Programs
1155 Connecticut Ave NW, Suite 300
Washington, DC 20036

jobs@academic-travel.com (Please put "MiC Beijing Assistant Director" or "MiC Kunming Assistant Director" in the subject line.)