



Position Title	Program Director, Florence Programs
Department	CET Italy Programs
Location	Florence, Italy
Status	Full-time, two years contract
Supervisor	Emiliana Caldarelli, Italy Programs Director
Start Date	December 2018

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 around the world for college, high school, pre-college and gap year 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 Florence Program Director (FPD) is primarily responsible for CET’s in Florence program, a program that operates during the fall, spring and summer terms. The FPD also has some duties related to other small CET specialty programs (CET Journeys), which operate on a case-by-case basis.

The FPD serves as CET’s primary liaison for the programs and coordinates communication between most of other staff members, students and/or faculty. While the faculty, the Italy Programs Director and Assistant Director for Academic Affairs work directly with students on most academic issues, the FPD handles all non-academic issues, such as housing, any on-site emergencies, excursions, student adjustment, health

and safety (see below). However, as program axis, the FPD is peripherally involved with academics. The FPD designs and directs each term's orientation sessions, and meets frequently with CET's students (both informally and during regular office hours) to evaluate their goals, progress and adjustment. The FPD is responsible for the programs' operating budgets and financial reports. The FPD reports to the Director of Italy Programs.

Attributes of the ideal FPD candidate are flexibility, dedication and enthusiasm both for working with students and for the field of study abroad and dedication. Candidates are advised that this is a time-consuming, challenging position. We discourage those interested in pursuing their own research projects in Florence from applying. CET is seeking a candidate willing to commit to two years in Italy.

Areas of Responsibility

- Design and run each semester's orientation sessions; manage other student meetings as needed.
- Find new housing accommodations (apartments and host families) when necessary.
- Handle students 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 Italian language partners and Italian roommates
- Design and implement innovative student activities.
- Arrange and attend all group meals.
- Attend excursions when necessary.
- Serve as primary contact for Brandeis Midyear program/students
- Negotiates vendor contracts for assigned programs and events.
- Update Vendors Vetting list every term
- 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.
- Manage Students Life and Services Coordinators
- Other tasks as assigned and needed.

Teach/Counsel

- Serve as language and cultural 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

- Assist students in obtaining their Permit to Stay in Italy.

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- Communicate frequently with CET's Washington Europe team. Submit mid-semester and final program reports each term.
- Submit a thorough and accurate final accounting report to the IPD at the midterm and end of the program.
- Educate the campus community about diversity and multiculturalism through offerings that highlight the contributions of minority groups, including heritage months and LGBT events.
- Represent student needs to CET and the host institution.
- Represent CET to all on-site visitors.
- Assist with various marketing tasks, such as providing photographs for the CET promotional materials, posting pictures and updates about the term on the Igloo CET chat space etc.

Requirements

- Bachelor's degree. MA preferred
- Experience living, working, and/or studying abroad in Europe, preferably in the Italy
- Fluency in Italian and English
- Knowledge of the study abroad field required; minimum of 4 years of experience working in the field of international education preferred
- Cultural sensitivity and experience working with students of diverse backgrounds
- Ability to establish and maintain positive professional relationships and communicate effectively with colleagues, students, and staff
- Excellent verbal and written communication skills and telephone demeanor
- Superior organization skills and attention to detail
- Strong time management skills; ability to manage conflicting priorities
- Ability to take initiative and use good judgement when solving problems
- Technology savvy—ease using the Microsoft Office suite and the ability to learn other platforms as necessary
- Experience with study abroad software (StudioAbroad/Terra Dotta) and finance software preferred
- Patience, flexibility, positive attitude, and a sense of humor

Salary and Benefits

- Salary commensurate with experience
- Time off and parental leave according to the Italian labor laws
- Relocating costs stipend, if applicable
- Italy Work Visa procedure, if applicable
- Travel and education-in-service opportunities

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

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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:

Emiliana Caldarelli
Director of Italy Programs
Email: ecaldarelli@cetacademicprograms.com

Please include the job title in the subject line. Application materials must be received by **October 30, 2018**. The successful completion of a background check is required for this position.