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| <b>Title:</b>          | Academic Director, CET Prague   |
| <b>Job location:</b>   | Prague, Czech Republic  |
| <b>Supervisor:</b>     | Director of Prague Programs   |
| <b>Accountable to:</b> | Director of Academic Affairs and Strategic Initiatives<br>Czech Republic Programs Manager |

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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 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 Academic Director (AD) is responsible for overseeing all facets of academic delivery and management across CET Prague, which includes concentrations in Central European Studies, Jewish Studies, and Business/Economics. In addition, the Academic Director is responsible for liaising with and collaborating on academic delivery and management with three direct-enroll programs run in partnership with FAMU—Film Production, Photography and New Media—and maintaining a strong relationship with CET Prague’s host institution, Charles University.

For CET Prague, the AD hires and trains faculty, supervises instruction, mentors students on academic issues, and applies expertise to areas of curriculum design, pedagogy, and teaching excellence, in addition to upholding CET academic policies and ensuring compliance with all academic processes. For the FAMU programs, the AD hires, trains, and supervises instruction for two Photography courses. Though other courses for Film Production, Photography, and New Media are direct-enroll courses at FAMU that are not managed by CET, the AD ensures

strong collaboration with FAMU to ensure the smooth running of the direct-enroll courses and advises students on all academic matters related to direct-enrolling at FAMU.

The AD is supervised by the Director of Prague Programs, works alongside the Resident Directors, and maintains strong communication with the head office in Washington, D.C. The AD may also be asked to assist with short-term programs, give lectures or teach classes to groups of visiting students and scholars, and/or assist with advising on academic matters related to other Central European programs.

## **Responsibilities**

### *Academic Management and Curriculum Development*

- Ensure the delivery of high-quality academics across CET Prague programs
- Maintain compliance with all CET academic policies, processes, and best practices
- Recruit, train, and manage well-qualified faculty
- Supervise and evaluate teaching, and cultivate teaching excellence
- Conduct student academic orientation, ensuring that policies and expectations are effectively communicated
- Address student academic questions, concerns, or policy violations if/as they arise
- Exercise sound fiscal management and judgement in managing the academic budget
- Ensure accurate and efficient academic documentation and record-keeping
- Uphold and contribute to program goals
- Review, analyze, and implement action items from student evaluations
- Cultivate strong academic advising relationships with students who seek it
- Oversee and develop a strong slate of co-curricular and field-based course components
- Develop new courses and program concentrations as needed

### *Staff Collaboration and Institutional Relations*

- Collaborate with other CET Prague staff to ensure all programmatic elements work together harmoniously
- Maintain regular and open communication with the Director of Academic Affairs and the Czech Republic Programs Manager in Washington, D.C.
- Ensure strong reporting and communication with US-based program staff
- Assist in hosting of visiting staff and faculty from U.S. partner institutions, representing CET effectively
- Maintain strong and harmonious relationship with Prague partner institutions: FAMU and Charles University
- Cultivate relationships with other key Prague-based academic institutions, think tanks, and civic organizations
- Represent CET Prague in the field of education abroad, promoting CET at education abroad and academic conferences and traveling to the U.S. for campus visits as needed
- Contribute to Prague Faculty Advisory Committees as needed
- Contribute to mid-semester and final program reports each term

## **Requirements**

CET Academic Directors must hold a terminal or advanced degree in their area of study, have 5-10 years teaching experience preferably with U.S. undergraduates, and significant managerial experience. Familiarity with US-managed study abroad programs and the ability to work both independently and as part of a team is essential. Fluent Czech and work authorization in the Czech Republic is also required.

Beyond what we require of our Academic Directors, we hope that those who work for us bring a sincere commitment to the enterprise of international education, to developing in our students' critical thinking, intellectual sophistication, and strong writing and research skills, and to instilling in them a strong and lasting engagement both with the intellectual content of the course and with the program location to which it is intimately connected.

### **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 on a successful background check.*

- Benefits offered in accordance to Czech employment laws
- Travel and professional development opportunities
- Special bonuses that may be earned for profit sharing, employee referrals, and/or milestone anniversaries

### **To Apply**

Our company is committed to diversity, and to maintaining an inclusive, 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.

### **Applications are due by January 15, 2019.**

Qualified candidates should submit the following documents:

- Formal cover letter that addresses the position to which you are applying, your qualifications and experience, and how you heard about the position.
- Résumé or CV.
- List of three references.

Applications missing any of these components will not be considered. Please send application materials as attachments via e-mail to [jobs@academic-travel.com](mailto:jobs@academic-travel.com), with "CET Prague Academic Director" in the subject line.