



Title:	Summer Residential Life Positions (Resident Advisors & Resident Directors)
Location:	Beijing or Kunming, China
Status:	Short-term, temporary
Dates:	program dates vary from May to August 2019

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

CET Journeys are short-term programs customized for university and high school partners. We are seeking applicants to fill various positions for our 2019 Summer Journeys in Beijing and Kunming China including Resident Advisors and Resident Directors. These positions will work with high school and college students and will vary in level, based on experience.

Candidates are advised that these are time-consuming, fast-paced, and challenging positions. We therefore discourage those interested in pursuing their own research projects from applying. There is a possibility that some positions could turn into full-time roles.

Responsibilities

Program Management

- In collaboration with the DC Program Manager, plan logistics for all aspects of the program.
- Scout program destinations (as necessary).
- Design and run student orientation; manage other student meetings as needed.
- Lead innovative student activities and excursions.
- Oversee all aspects of student accommodations (including dorms, homestays, and/or hotels).
- Handle appropriated funds and work according to a budget; track all expenses and submit accounting report.
- Enforce CET policies.

Student Support

- Serve as language and culture resource to students; guide students in their non-academic pursuits.
- Maintain office hours and advise students as needed.
- Maintain student 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 Program Manager.
- Represent partner and student needs to local vendors.
- Submit a comprehensive final program report.

Requirements for Resident Director

- At least one year of professional or academic experience in China, experience in Beijing or Kunming preferred
- Moderate to advanced proficiency in Chinese (language needs vary by program)
- 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

Requirements for Resident Advisor

- At least one semester of experience in China (one academic year of experience is ideal)
- Spoken and written 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

Competitive Compensation Package

Our compensation package includes stipend commensurate with experience, visa support, and international travel health insurance. Travel, accommodation and meals may also be included, depending on 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 **January 20, 2019**, positions open until filled.

Qualified candidates should submit the following documents:

- Résumé.
- Formal cover letter that outlines your qualifications and experience
 - Please highlight your Chinese language proficiency, your location preference, and your preference for working with either high school or college students.
- 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:

China Programs Manager

jobs@academic-travel.com (Please put “China Summer 2019” in the subject line.)