



Innovators in study abroad since 1982

Position Title	Campus Relations Manager
Department	Institutional Relations
Status	Full-time, salaried, exempt
Supervisor	Director of Institutional Relations
Target Start Date	July 2021

Salary & Benefits

CET is committed to work/life balance and the standard work week here is 36 hours. If you're hired, this is what we'll offer you with a few of our benefit highlights:

- Salary starting at \$50,000 commensurate with location and experience
- 27 days of Personal Time Off, 9 holidays, and 3 volunteer days, all fully paid
- 8 weeks of paid Parental Leave (any parent, birth or adoption)
- 50% 401K match up to the first \$7,400 of an employee's contribution
- Up to \$100 per month in transit or parking benefits matched by ATA
- And of course: medical, dental, vision, LTD, Life, and FSA benefits

Description of the Organization

CET Academic Programs is a study abroad organization that has been developing and operating 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 customized programs around the world for college, high school, pre-college, and gap year students.

CET is known for strong academics, professional program management, a nimble and collaborative approach to partnerships, and supportive student services. Through elements such as field-based course

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components, internships, and housing with local roommates, CET strives to integrate students into the local community and facilitate lasting relationships with hosts. Through its commitment to equity and inclusion, CET seeks and encourages the participation of students from diverse backgrounds and strives to create program environments that foster critical thinking about power structures and an appreciation of difference. And as an environmentally conscientious organization, CET aims to adopt sustainable measures across its operations.

Description of the Position

CET Campus Relations Managers serve as the primary point of contact for CET in a geographic region within the US or to a group of assigned institutions. The Campus Relations Manager's primary responsibilities are to develop and maintain effective relationships with key institutions, actively recruit students through existing and new study abroad channels, as well as to assist CET in the implementation of marketing and sales plans. The Campus Relations Manager reports directly to the CET Director of Institutional Relations. The Campus Relations Manager also works collaboratively with CET Washington, DC staff and Campus Relations Managers in other regions.

We are seeking candidates with at least 2 years of study abroad recruitment experience, the ability to work independently, strong organizational/administrative skills, a commitment to study abroad, and dedication to diversity, equity, and inclusion. The ideal candidate will be flexible and enthusiastic. They will maintain a home office and will telecommute to Washington DC. They will be required to make approximately 40-50 visits to campuses each year (when travel and in-person campus visits resume), a portion of which may involve overnight stays. We require the Campus Relations Manager to make a two-year commitment to the position. CET will prioritize an ideal candidate over their location, but a candidate located in (or willing to relocate to) a major airline hub or a location with a high density of CET partner institutions is preferred.

What you'll do...

Campus Relations

- Actively manage CET's existing relationships with study abroad staff and faculty at key institutions. Meet with staff and faculty to provide new information as needed.
- Expand upon CET's network by developing and maintaining new relationships with faculty and staff at existing and new partnerships.
- Communicate CET's diversity, equity, and inclusion initiatives to our campus partners and support CET in their implementation. Work to expand partnerships at HBCU's, MSI's and diversity-supporting entities at PWI's
- Work to gain official approval for CET's programs as appropriate.
- Serve as a liaison for other CET supporters in the region, including Advisory Board members and campus ambassadors.
- Assess institutional needs and recommend to CET's Director of Institutional Relations an effective

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strategy for developing stronger relationships with each campus in the region.

- Collaborate with the Director of Institutional Relations to create and implement strategic plans for growth within the region.

Student Recruitment

- Represent CET via campus visits in collaboration with our university partners (study abroad fairs, information sessions, class visits and additional events as needed and appropriate).
- Create campus recruitment plans that further CET's initiatives to recruit and support diverse students.
- Serve as a region's student liaison before they apply for a CET program. Respond to student inquiries and provide answers to student questions.
- Create events that will provide alumni with a vehicle for sharing their study abroad experiences with prospective students and faculty. Serve as a reentry advisor to our graduates.

Sales Administration

- Manage an in-home office, including all expenditures related to sales activities.
- Complete careful reports about campus visits.
- Develop expertise about CET's programs through regular interaction with our US and overseas staff.
- Travel to Washington at least once a year for meetings concerning program development, strategy and growth (when in-person travel allows).

Other Assignments Including...

- Promote CET at relevant conferences, including Regional NAFSA Conferences.
- Contribute to the production of CET's promotional materials as assigned, including catalogs, flyers, advertisements, website, blog and various social media.
- Develop effective campus presentations to promote CET programs to students and faculty.
- Conduct market research as assigned.
- With the Director of Institutional Relations, assess CET's campus relations and recommend appropriate improvements.

We're looking for...

- Bachelor's degree.
- Experience abroad, preferably in Brazil, Colombia, Greater China, the Czech Republic, Italy, Japan, Jordan, Vietnam.
- Proven sales and marketing experience in the field of study abroad (at least 2 years of full-time experience preferred).

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- Excellent management and organization skills; the ability to work independently.
- Superior interpersonal, written, and verbal communication skills (essential).
- Ability to represent CET effectively with authority and poise to faculty, study abroad staff, overseas partners, parents and students.
- Strong problem-solving skills and the ability to analyze and synthesize information.
- Enthusiasm for frequent travel.
- Flexibility and a sense of humor.

To Apply

At ATA, we don't just accept difference, we celebrate it. We use our diverse backgrounds and perspectives to our benefit by enriching our stakeholders and ourselves. ATA is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, Veteran status, genetic information or any other protected characteristic under applicable law. If you have a disability or special need that requires accommodation, please let us know.

Qualified candidates should submit the following materials:

- Résumé
- Cover letter

Application deadline: We encourage applicants to send their materials as soon as possible and before our final deadline on **June 7, 2021**.

Send application materials via email to jobs@academic-travel.com and include "Campus Relations Manager" in the subject line. Applications missing any of these components will not be considered. The successful completion of a background check, including three professional/academic references, is required for this position.

To all recruitment agencies, ATA does not accept agency resumes. Please do not forward resumes to our jobs, ATA employees or any other company location. ATA is not responsible for any fees related to unsolicited resumes.