



Position Title: Academic Director

Department: CET Japan

Supervisor: Senior Programs Manager, Japan

About CET

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, 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 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 and an appreciation of difference. And as an environmentally conscientious organization, CET aims to adopt sustainable measures across its operations.

CET Japan

Based at Osaka Gakuin University (OGU), CET Japan offers an intensive Japanese language program in the spring, summer and fall semesters that facilitates intensive language acquisition and understanding of Japanese culture through a solid, core curriculum focused on communicative competence. Students live with Japanese roommates and have the option to take direct-enroll electives at OGU. In addition to 3-4 classroom hours daily, the program offers a robust slate of co- and extra-curricular activities to support language acquisition and understanding of Japanese culture.

CET Japan also administers the AICAD in Japan program in partnership with Osaka University of the Arts (OUA), hosts custom programs year-round, and includes high school and gap programming within its program portfolio.

Position Overview

The Academic Director (AD) is responsible for the academic excellence of the CET Japan programs, articulating a clear vision and academic identity, ensuring the delivery of a robust, well-designed curriculum, upholding the highest standards in teaching, learning, and pedagogy, and positioning CET at the forefront of the field. The AD is also responsible for ensuring smooth academic administration: adhering to all CET policies and processes, maintaining strong relationships with local university partners, faculty and staff, and CET headquarters. In addition, the AD collaborates closely with CET Student Life staff to ensure the quality of program activities, ongoing orientations, and the roommate program.

The initial contract period is two years, with the hope to extend for a significantly longer period.

Responsibilities

AD responsibilities include but are not limited to the following:

Curriculum Development & Implementation, Academic Affairs Policies and Procedures

- Demonstrate innovation and leadership in pedagogy, faculty training and development, and student learning and research
- Demonstrate creativity and intentionality in curricular design and delivery, in particular with regard to developing critical thinking as a pedagogical tool, with emphasis on issues of difference, power and equity as they relate both to the host context and to knowledge production within the program.
- Supervise and evaluate teaching, creatively addressing day-to-day issues that might arise
- Effectively leverage the host context in the delivery of academic content
- Design and implement high quality co-curricular activities, language practica, and traveling seminars that support the program's academic goals
- Create and regularly update syllabi and other teaching materials
- Adhere closely to CET policies and procedures
- With the Academic Coordinator, coordinate all classes, including attendance, grading, and teacher assignments
- Develop and implement specific curricula for custom programs as needed
- Teach classes as needed

Student Advising and Support

- Conduct academic orientation and serve as on-going resource for student questions relating to language, culture, and/or academics
- Maintain high level of visibility and accessibility to students, via regular office hours, communication, and a welcoming demeanor.
- Assist students in addressing any academic challenges they might be facing
- Ensure efficient and effective systems for student placement, assessment, and academic success
- Implement academic accommodations where required
- Maintain and enforce the language pledge

Managing Faculty and Academic Staff

- Recruit, hire, and train teachers
- Maintain high visibility and accessibility to faculty through regular office hours and communication
- Manage the Academic Coordinator
- Manage faculty budgets for field-based course activities

Liaising with Partners

- Coordinate with host institutions in administering direct-enroll course offerings
- Effectively represent CET and students interests to host university faculty and administrators
- Actively seek and develop new local partnerships that might support CET curricular and strategic goals
- Effectively represent CET to custom program faculty and/or US partner study abroad staff who might

- be visiting the program
- When possible, represent CET at meetings of the Japanese studies/language and/or study abroad field

Collaborating with Student Life

- Collaborate closely with Student Life staff on student issues that might be both academic and personal
- Maintain close working relationship through regular office hours, weekly meetings, and effective written and verbal communication
- Advise on and support extra-curricular activities as needed

Communicating with Headquarters

- Maintain close communication with headquarters regarding any student, partner, or staff issues that arise
- Contribute to communications and conversations in the Academic Affairs Space
- Offer effective responses to issues identified in course and program evaluations
- Write a thoughtful final report each term, identifying challenges and suggesting solutions
- Contribute academic goals and vision to the CET Japan Strategic Plan

Requirements

- Master's degree in a relevant discipline, Ph.D. preferred
- Experience teaching US undergraduates, preferably on a US campus
- Professional experience, preferably in a higher education context, in both Japan and the US
- Japanese language proficiency. English language skills preferred.
- Comfort with using multiple technology platforms. Experience with an LMS such as Canvas preferred.
- Experience advising or mentoring students, preferably in a US-Japan cross-cultural context
- Excellent management and organizational skills
- Demonstrated ability to work both independently and as a team
- Willingness to wear different hats and occasionally work irregular hours
- Demonstrated commitment to global education
- Sensitivity to student needs and cultural differences

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 **January 15, 2022**.

Send application materials via email to jobs@academic-travel.com and include "Academic Director" 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.

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