



Position Title	Program Leader (Multiple Positions Available)
Department	CET Programs
Locations	Siena, Italy Toulouse, France Málaga, Spain Osaka, Japan Shanghai, China Washington, DC *(program in Washington, DC ends on July 15)
Status	Full-time, temporary, overseas
Supervisor	Tess Cannon, High School and Pre-College Manager
Contract Dates	June 2 – June 20 (Pre-program training and planning – ~5 hours/week, remote) June 21 – June 24 (Pre-program training and planning – Full time, on-site) June 25 – July 19 (Program duration – Full time, on-site) * July 20 – August 5 (Program wrap up – ~5 hours/week, remote)

Salary & Benefits

- \$4,000 stipend, to be paid in increments:
 - \$500 to be paid upon successful completion of pre-program work (June 23)
 - \$1500 to be paid upon successful completion of first portion of the program (July 8)
 - \$1500 to be paid upon successful completion of the second portion of the program (July 22)
 - \$500 to be paid until successful completion of post-program work (August 6)

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.

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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.

About Global Perspective Programs

CET Global Perspective programs are academic summer programs for pre-college students aged 15-19. Through a core course incorporating area studies, language exploration, and personal development, students explore big issues and big questions together: *How do global issues affect local communities and individual people? And what is my role in all of it?*

Students across the globe at each program location connect virtually to learn about issues such as culture and identity, environmental sustainability, and public health, and then learn about the local implications and solutions in their host country, culminating in an action plan and reflection on one specific global issue – and how they can tackle it within their own community.

Description of the Position

CET Program Leaders play a key role in the Global Perspective on-site team, made up of the Program Leader, the Local Coordinator, and the Academic Lead. This team actively supports and leads CET students during the on-site portion of a Global Perspective program.

Pre-departure, the Program Leader works closely with the Global Perspectives Team to develop location specific academic and reflective activities, excursions, and discussion topics, based on the core course curriculum and learning plan. While on-site, the Program Leader is responsible for implementing these activities and facilitating these discussions, with the support of the Local Coordinator. Their role is truly linking the academic content from the Academic Lead (virtually) with the context in the local country and community.

With support from the Local Coordinator and in collaboration with the homestay hosts, the Program Leader is also in charge of student health, safety, and behavior, and stays with the students in a hostel or hotel during the second city excursion (except DC). The majority of pre-college students are minors, so Program Leaders must be thoroughly responsible and trustworthy with the ability to set clear expectations. A successful Program Leader thinks on their feet and exercises good judgement in unpredictable situations.

What you'll do...

Communication and Collaboration

- Collaborate with on-site colleagues to ensure smooth program delivery in all aspects
- Maintain regular communication with CET colleagues on-site and in the US
- Collaborate with on-site colleagues to create and submit comprehensive final report

Academic Instruction

- Develop and lead location specific discussion topics, activities, and excursions based on core course syllabus and learning plan
- Connect academic content led by the Academic Lead (virtually) to the context in the local country and community
- Collaborate with team members to carry out program curriculum on-site

Student Support

- Set appropriate expectations and model behavior for students, according to CET conduct policy
- Facilitate positive group dynamics from airport arrival through the full program term
- Facilitate regular academic and reflective discussions that complement program curriculum and program goals
- Conduct one-on-one meetings with students throughout the program as needed
- Serve as a linguistic and cultural resource to students

Health and Safety

- Foster student health and safety at all times, including local risk management assessment, on-going emergency prevention, and frontline management of issues and emergencies
- Follow emergency response procedures and coordinate with other CET staff
- Help maintain student records, including incident reporting
- Enforce CET policies
- Be on call 24 hours per day / 7 days per week for emergencies

Logistics

- Design and run student orientation in collaboration with Local Coordinator
- Collaborate with CET colleagues to plan and execute co-curricular and extra-curricular activities associated with the program, and accompany students on all activities
- Live with students in group accommodations for excursion weekend
- Submit final report, upon completion of the program.

Financial Management

- Manage appropriated funds and adhere to approved budget
- Use internal accounting systems, track all expenses and submit periodic accounting reports

We're looking for...

- Bachelor's degree, Master's degree preferred
- Academic and cultural familiarity with the host city and country
- Advanced proficiency in the target language
- Experience and enthusiasm for working with high school and pre-college students
- Ability to address student concerns and handle serious issues in a supportive and calm manner
- Leadership and group facilitation skills
- Understanding of the mindset and needs of high school students from a variety of backgrounds
- Appreciation for the importance of access and inclusion
- Ability to establish and maintain positive professional relationships and communicate effectively with students and colleagues
- Proven ability to multitask and manage conflicting priorities
- Willingness to be on call 24/7 during the program period
- Patience, flexibility, positive attitude, and a sense of humor
- Successful completion of a background check

COVID-19 Vaccination Requirement

ATA/CET has made the safety of our students, travelers, and colleagues, and our surrounding communities a top priority. As part of that commitment, all ATA/CET staff are required to be fully vaccinated against COVID-19. Proof of full vaccination against COVID-19 will be required before the start date of employment in order to work at ATA/CET. Requests for medical and/or religious exemption are accepted and are evaluated on a case-by-case basis. Failure to provide proof of COVID-19 vaccination or to obtain approval for a medical or religious exemption will result in the offer of employment being rescinded.

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 priority deadline on **January 1, 2022**.

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