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| Position Title | Contractor for CET China Virtual Intensive Language and Culture Program |
| Department | CET Programs |
| Status | Part-time (20-30 hours per week) |
| Supervisor | Senior Programs Manager: China |

Payment & Time Commitment

This role is fully virtual and only for the dates specified below.

- Payment: \$5,000 paid at the end of the contract by wire transfer
- Dates: program runs June 20-Aug. 12, 2022. You will participate in virtual training starting May 30, 2022 and will complete program wrap-up work by Aug. 19, 2022.
- Working conditions:
 - This program is fully virtual
 - Core hours: 7:30-10:30 pm Sunday-Thursday and 8:00-10:00 am Monday-Friday EST
 - You will use your own laptop and cell phone
 - Strong internet required

Description of the Organization

CET Academic Programs, a division of Academic Travel Abroad (ATA), 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.

Description of the Position

The contractor is a member of a US- and Mainland China-based team implementing the Virtual Intensive Chinese Language Program (VLC). This program has run in the summer and Janterm since 2020 and has been integral to CET's success during the COVID-19 pandemic. We expect 30-60 students to enroll. The program includes hourly one-on-one and group instruction, delivered over Canvas, as well as co-curricular activities and a Language Partner program. The contractor is responsible for liaising with students and teachers, deploying content via Canvas, coordinating activities, and providing updates to staff in Washington, DC. The contractor reports to a US-based manager, but is also accountable to the China-based Director of China Programs. The contractor can be based anywhere with a stable internet connection, but must be available to work the core hours listed above.

What you'll do...

Communications

- Respond to student and teacher emails and WeChat messages
- Update and send student-facing messages via Canvas and WeChat (i.e. bulletins, class login information, activity notifications)
- Conduct one-on-one meetings with students midway through the semester
- Liaise with Chinese Language Partners/tutors as needed
- Join weekly meetings with China-based staff and teachers
- Write final program report and provide daily updates to DC-based Program Managers

Academics

- Deliver program orientation, along with the US-based Academic Director
- Help enforce CET policies, including the Attendance Policy
- In collaboration with US-based tech support teams, help resolve Canvas and Zoom issues encountered by teachers
- Help enroll teachers in Canvas courses
- Write incident reports in Terra Dotta
- Assist with midterm and final evaluation distribution
- Assist with the transcribing process

Extracurricular activities

- Attend and record bi-weekly lectures by experts
- Coordinate Chinese Night and the Graduation Ceremony
- Contribute to Chinese culture and language-based material in the virtual CET Center
- Arrange other program activities as needed

We're looking for...

- Advanced proficiency in written and spoken English and Chinese
- Experience using the following platforms, or ability to learn quickly: Canvas, WeChat, 0365, Igloo, Terra Dotta
- Ability to adhere to core work hours listed above

- Experience advising or mentoring students, preferably in a US-China cross-cultural context
- Cultural sensitivity and a commitment to Justice, Equity, Diversity, and Inclusion
- Ability to establish and maintain positive professional relationships and communicate effectively with colleagues, students, and staff
- Strong management and organizational skills
- Excellent time management skills and ability to manage conflicting priorities
- Patience, flexibility, positive attitude, and a sense of humor
- Some university experience or coursework

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 of midnight EST on **March 18**.

Send application materials via email to jobs@academic-travel.com and include "VLC China Contractor" in the subject line. Applications missing any of these components will not be considered. Three professional/academic references are required for this position, and will be requested when candidates reach the final round.

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.