



<b>Position Title</b>	Director of Academic Affairs
<b>Department</b>	Programs
<b>Status</b>	Full-time, exempt
<b>Supervisor</b>	Vice President, CET Programs
<b>Location</b>	Washington, DC (Hybrid remote/office schedule)
<b>Anticipated Start</b>	Fall 2022

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## Salary & Benefits

CET Academic Programs, a division of Academic Travel Abroad, Inc. (ATA), is committed to work/life balance and the standard work week here is 36.25 hours. If you're hired, this is what we'll offer you, as well as a few of our benefit highlights:

- Salary: \$95,000
- 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 \$14,800 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

## Position Summary

The Director of Academic Affairs (DAA) is responsible for overseeing all facets of academics at CET, including but not limited to curriculum development and quality assurance, policies and processes, staff and faculty training, student issues and accommodations, transcribing and enrollment, partner relations, and implementation of Canvas LMS. The Director of Academic Affairs collaborates widely across CET—most closely with the Programs team, but also with Marketing, Institutional Relations, and Student Services.

CET is growing quickly, and we anticipate that we will create new positions, introduce changes to reporting lines, and form new teams. We therefore seek candidates who are flexible, excited to work in a dynamic environment, and eager lead through organizational change.

## Position Details

*Oversee academic strategy, best practices, policies, processes, and administration*

- Collaborates with program and academic staff in clearly articulating of each program's academic goals and identity, helping to see them disseminated throughout marketing, pre-departure materials, on-site orientations, and co-curriculars, and ensuring that they are tracked and addressed in program evaluations and assessments.
- Works collaboratively with global Academic Directors and Program Managers to develop new courses and curricula, and to update or redevelop existing ones according to the local curriculum review work plan. Reviews and approves all syllabi, ensuring compliance with academic standards and administrative requirements. Ensures that the master course list is kept updated and that courses codes, numbers, and levels of rigor are maintained consistently across the organization.
- Leads the process of reviewing CET academics through the lens of difference, power, access, and equity, collaborating with on-site academic staff and program managers. Ensures that this focus is woven throughout program messaging, co-curricular activities, and faculty hiring and training.
- Demonstrates and disseminates best practices for teaching and learning, especially those focused on inclusive excellence and other emerging areas of attention in higher education. Collaborates with Health & Safety, Student Services, Program Staff, and on-site Academic Directors to ensure appropriate academic accommodations and to manage learning or access issues that might arise.
- Oversees all elements of the program and course evaluation process: poses questions that accurately reflect CET and program priorities and goals, ensures timely deployment and reporting to all relevant stakeholders with clear takeaways and action items, and informs the data collection and analysis process. Leads the academic assessment process as required by the UMN School of Record relationship.
- Develops, maintains, and oversees the implementation of academic policies, advising on and adjudicating extenuating circumstances, exceptions, and violations, and ensuring proper management of withdrawals, incompletes, and grade appeals.
- Oversees Canvas strategy, administration, policies, and training, ensuring the quality of course development and administration, smooth functioning on interfaces with other academic systems, and training of faculty and staff.
- Oversees design and implementation of program and course enrollment, grade submission, transcribing, and grade reporting processes.
- Oversees the academic component of internships and ensures seamless integration with the professional and experiential elements.
- Articulates CET-wide expectations for faculty roles and collaborates with Academic Directors on hiring and training faculty. When on-site, meets with faculty to cultivate engagement, offer professional development, and discuss matters of policy or pedagogy.

## *Relationship and Collaboration Management*

- Serves as primary liaison to CET's school of record, the University of Minnesota, managing all communications around transcripts, course approvals, and program assessment. Supports program and on-site academic staff in host university relationships as needed, and with other US schools of record.
- Takes a lead role in developing agendas and surveys for the NAC, convening and managing working groups and supporting communications as needed. Liaises with partners on academic

matters ranging from curriculum development to student cases.

- Collaborates with Campus Relations Managers and Program Managers in developing and implementing an engagement strategy for US-based faculty members and Faculty Advisory Committees.
- Collaborates with Programs, Institutional Relations, and Marketing on program development, including but not limited to the discovery process for curricular content and structure, developing courses, advising on negotiations with host institutions, and hiring and training new academic staff.
- As staffing structures allow, supports and collaborates with global Academic Directors, supports all in the execution of their roles, promotes their professional development, establishes buy-in and collaborates on key academic initiatives, and ensures consistent understanding and implementation of CET policies and processes.
- Generates conference proposals to showcase CET in the field and engage close partners. Writes and publishes on behalf of CET. Represents CET in professional organizations through leadership, committee work, and active participation in meetings and gatherings.

### **We're looking for...**

- PhD in a relevant academic discipline
- Evidence of successful curriculum development
- Significant experience working in the field of international education and exchange
- Proven leadership, management, and strategy skills
- Ability to drive both strategy and detailed implementation
- Superior interpersonal, written, and verbal communication skills
- Sound judgement and the ability to handle sensitive matters with tact and discretion
- Ability to represent CET effectively with authority and poise to faculty, study abroad staff, US partners, overseas partners and students
- Ability to set and manage conflicting priorities, and complete multiple projects under time pressure
- Ability to collaborate with culturally and geographically diverse colleagues
- Strong computer skills (Word, Excel, databases)

### **To Apply**

Qualified candidates should complete our [application form](#) and upload the following materials:

- Résumé or curriculum vitae
- Cover letter

In the [application form](#), select "Director of Academic Affairs – CET Academic Programs" in the drop-down menu. Applications missing any of these components will not be considered. The successful completion of a background check, including professional/academic references, is required for this position.

**Application deadline:** We encourage applicants to send their materials as soon as possible and before our best consideration deadline on July 24.

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

**CET Academic Programs | 1155 Connecticut Ave. NW, Suite 300 | Washington, DC 20036  
www.cetacademicprograms.com | 1.800.225.4262 | cet@cetacademicprograms.com**

## **Our Commitment to Diversity**

At CET/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. CET/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 special need that requires accommodation, please let us know.

## **COVID-19 Vaccination Requirement**

CET/ATA has made the safety of our students, travelers, and colleagues, and our surrounding communities a top priority. As part of that commitment, all CET/ATA 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 CET/ATA. 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.

## **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, 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's parent company, Academic Travel Abroad, Inc. (ATA) is an educational travel provider for many universities, cultural, and media organizations, as well as a growing number of commercial brands. Operating since 1950, we believe in celebrating and learning about the diversity of people and cultures through travel and education. Our educational travel division is a leader in customized, branded, experiential travel and serves partners such as the Smithsonian Institution, NPR, Hearst, Zagat, Yale Alumni Academy, and the Massachusetts Institute of Technology. In this capacity, we are frequently the "brand behind the brand." ATA also facilitates professional delegation travel in the fields of health, education, and law.