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| <b>Position Title</b>    | Academic Coordinator                              |
| <b>Department</b>        | CET Programs                                      |
| <b>Status</b>            | Full-time, salaried, Exempt                       |
| <b>Supervisor</b>        | Director of Academic Affairs                      |
| <b>Location</b>          | Washington, DC<br>(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 with a few of our benefit highlights:

- Salary range: \$47,000 - \$50,000  
(Offered salary will be commensurate with demonstrated skill level)
- 27 days of Personal Time Off, 9 holidays, and up to 24 hours of volunteer time, 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 Description

A key member of the Academic Affairs and Programs Teams, the Academic Coordinator supports areas of academic administration, including enrollment management, transcribing, and evaluations. This position collaborates with colleagues across global and US-based teams to ensure timely and accurate student academic records, documentation, and evaluations.

A successful candidate in this role is a self-starter who can both focus on the details as well as zoom out to see the larger picture and the implications across processes. Adeptness and comfortability with Excel and other tech platforms are a must, but specific skills can be trained!

## Position Details

### *Enrollment Management:*

- Set, post, and manage Enrollment Timelines in collaboration with Program Managers.
- Manage the course creation, course enrollment, and instructor enrollment processes using Microsoft Excel and Canvas.
- Support Canvas course creation and development protocol and processes, in collaboration with Program Managers and on-site academic staff.
- Review and verify grading data and liaise with global academic staff about any inconsistencies or questions.

### *Transcript Production:*

- Create transcribing data in Enrollment Spreadsheets using Canvas and Microsoft Excel.
- Create and file electronic and hard copy transcripts and grade reports.
- Share transcripts and grade reports with appropriate destinations.
- Manage transcript storage systems and processes.
- Manage alumni transcript request process, including processing payments, and creating and distributing transcripts.

### *Evaluations:*

- Manage evaluation process in collaboration with Program Managers, including setting evaluation dates, managing communication with on-site teams, and monitoring responses.
- Regularly update evaluation surveys, in collaboration with the Director of Academic Affairs (DAA) and Program Managers.
- Review evaluation responses for sensitive content, looping Program Managers as necessary.
- Download and clean data, create charts, and graphs in Excel to visually display data.
- Create summary graphs for Program Completion Reports (PCRs).
- Oversee miscellaneous evaluation processes and timelines (eg. Virtual Language Training and custom programs).

### *Academic Affairs Projects and Initiatives:*

- Collaborate with IT to set standards and expectations for Canvas usage at CET.
- Collaborate with the DAA to implement and implement standards and expectations.
- Collaborate with the DAA on on-going projects and initiatives such as curriculum review, faculty advisory committees, and overseas academic structure and set-up.

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

- Bachelor's degree, in any discipline
- At least 1 year of work experience in any field
- Demonstrated experience with data analysis and visualization using Microsoft Excel
- Excellent verbal and written communication skills
- An ability to build robust tracking systems and learn new technology platforms
- An ability to establish and maintain positive professional relationships and rapport
- An ability to communicate and collaborate effectively with culturally and geographically diverse colleagues

- Superior organization skills and an acute attention to detail
- Strong time management skills and the ability to manage conflicting priorities
- Ability to take initiative and use good judgement when solving problems
- Patience, flexibility, positive attitude, and a sense of humor
- Experience using Canvas is a plus

## To Apply

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

- Cover letter
- Résumé

In the [application form](#), select “Academic Coordinator – 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 of September 30, 2022.

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 résumés.

## Our Commitment to Diversity

At CET/ATA, we don't just accept difference, we celebrate it. We use our diverse backgrounds and perspectives to 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, 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.

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 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.