



<b>Title:</b>	Resident Director, CET Beijing
<b>Status:</b>	Full-time, including some evenings, weekends, and on-call hours
<b>Job location:</b>	Beijing, China
<b>Supervisor:</b>	Senior Program Manager
<b>Target Start Date:</b>	May/June 2023

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## Salary & Benefits

The salary range for this position is USD \$45,000-60,000 annually, commensurate with experience.

Benefits differ depending on the contract type and citizenship, but include generous paid leave, medical insurance, professional development opportunities, and more. Work visa sponsorship through CET is available for this position if required.

## Description of the Position

The CET Beijing Resident Director (RD) is primarily responsible for managing all student life aspects of the CET Beijing program. The RD works in close collaboration with Director of China Programs, the Program Coordinator, the Academic Director, and the Office Manager. The RD reports to the supervising Senior Program Manager in Washington D.C. There is potential for the RD to manage 1-2 Office Assistants or interns.

The RD serves as CET's primary liaison for the program and communicates the needs of students with DC headquarters. While the faculty work directly with students on most academic issues, the RD handles all non-academic issues, such as on-site emergencies, orientation, excursions, housing, and general student advising. The RD meets frequently with students (both informally and during office hours) and helps manage CET's relationship with Capital Normal University (CNU) and our other local partners. The RD supports the operation of the Foreign Service language training program run by CET, as needed. The RD also has duties related to custom programs, which operate on a case-by-case basis.

## What you'll do

### *Student Advising and Support (30%)*

- Serve as the primary on-site resource for US students and local buddies or roommates
- Maintain a high level of visibility and accessibility to students, via regular office hours, individual advising, cohort-wide communication, and disciplinary action
- Enforce CET policies among all program participants (Academic, Housing, Student Code, etc.)

- Serve as a linguistic and cultural resource; foster student self-reliance and connect students to local resources at CNU and throughout Beijing
- Respond to emergencies and incidents, managing messaging and communication while collaborating with on-site and US-based colleagues to support students and ensure that US partner expectations are being met
- Be on call 24 hours a day, 7 days a week for student emergencies
- Represent student needs to CET and our host institution, CNU, articulating any proposed programmatic changes clearly and based on specific student feedback

#### *Program Design (20%)*

- Design and run each semester's orientation sessions; manage other student meetings as needed
- Lead innovative student extracurricular activities and program excursions
- Assist faculty with designing and implementing field-based course components
- Help to recruit and train Chinese Language buddies or roommates. Design activities for CET students and buddies/roommates that promote cross-cultural learning, self-sufficiency, and out-of-classroom use of Chinese language
- Assist with planning and facilitation of short-term, faculty-led programs that may operate in Mainland China, distinct from the Beijing standard program

#### *Communicating with Headquarters (20%)*

- Maintain close communication with headquarters regarding any student, partner, or staff issues that arise
- Utilize Terra Dotta to review student profiles and file detailed incident reports
- Work with the CET Director of Health & Safety to address student incidents and document incidents according to CET policies and US partner requirements
- Work with DC and on-site teams to maintain CET Beijing resources on Canvas, serving as an on-site leader in adopting the platform for academic and non-academic program components
- Help articulate CET's strategic plan in Beijing, including identifying opportunities for program growth and improvement

#### *Financial Management (20%)*

- Collaborate with Office Manager to record program expenses, monitor the term budget, and submit accurate expense reports at the end of each program term (3-4 times per year)
- Assist with paying salaries to local teachers and staff, as needed

#### *Liaising with Partners (10%)*

- Serve as a CET representative to local partners and vendors, thoughtfully developing relationships and representing CET's priorities in growing and supporting quality programs in Beijing
- Actively seek and develop new local partnerships that might support CET strategic goals
- Effectively represent CET to custom program faculty and/or US partner study abroad staff visiting the program
- Maintain a close working relationship with CET Beijing colleagues and CNU staff through regular office hours, weekly meetings, and effective written and verbal communication
- When possible, represent CET at meetings and conferences

## Requirements

- Advanced proficiency in Chinese and English
- At least two years of professional experience in Greater China; experience in Beijing preferred
- Experience advising or mentoring undergraduate students, preferably in a cross-cultural context
- Bachelor's degree in Mandarin Chinese, East Asian Studies, international relations, or another relevant discipline
- Excellent management, administrative & organizational skills
- Experience with Office 365 (Word, Excel, PowerPoint, Outlook, Teams) preferred
- Experience with Canvas or a similar LMS preferred
- Ability to take initiative and use good judgement when solving problems
- Cultural sensitivity and experience working with students of diverse backgrounds
- Ability to handle emergencies with a calm demeanor, and serve as an authority figure to students
- Willingness to wear different hats and regularly work some nights and weekend hours to support program activities

## What We Are Looking For

Attributes of the ideal RD candidate are strong leadership skills, flexibility, dedication, and enthusiasm for working with students and for the field of study abroad. Candidates are advised that this is a time-consuming, challenging position, with work often required on nights and weekends (time-shifting is employed for on-site positions to prevent burnout). We discourage those interested in pursuing their own research or other side projects in Beijing from applying.

## To Apply

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

- Cover letter
- Résumé

In the [application form](#), select “Resident Director Beijing – CET” from 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 date of **April 1, 2023**.

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.

## 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 disability or special need that requires accommodation, please let us know.

### **COVID-19 Vaccination Requirement**

CET/ATA have 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 strongly recommended to be fully vaccinated against COVID-19.

### **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.