



*Innovators in study abroad since 1982*

<b>Position Title</b>	Institutional Relations Manager
<b>Department</b>	Institutional Relations
<b>Status</b>	Full-time, salaried, exempt
<b>Target Start Date</b>	July 2023
<b>Working Conditions</b>	Remote or Hybrid - based in Washington, DC (on a work schedule of only 2 days in the office)  This position involves up to 25% Travel within the US

### **Salary & Benefits**

CET Academic Programs, a division of Academic Travel Abroad, Inc. (CET/ATA), is committed to work/life balance. Our standard work week is now 30 hours and, if hired, a few benefits include:

- Salary starting at \$60,000 commensurate with location and experience
- At least 5 weeks of Paid Time Off
- 12 holidays, voting leave, paid military leave, and up to 24 hours of paid volunteer time
- 12 weeks of paid New Parental Leave (any parent, for birth or adoption)
- 50% 401(k) match of an employee's contribution up to \$7,400
- Up to \$100 per month in transit or parking benefits matched by ATA
- Plus: medical, dental, vision, Long-Term/Short-Term Disability, Life, FSA benefits and more!

### **Description of the Team and Position**

The CET Institutional Relations Team serves as the primary point of contact for CET's partner institutions. The Institutional Relations Manager's (IRM) responsibilities include maintaining effective relationships with key institutions, actively recruiting students through existing and new study abroad channels and assisting CET in the implementation of marketing and sales plans. This IRM position's primary responsibilities will be to maintain a small portfolio of institutions and to manage centralized initiatives that support sales strategies across the team by working collaboratively with CET colleagues and IRMs in other regions. This role does not have supervisory responsibilities.

**A Division of Academic Travel Abroad, Inc.**

1155 Connecticut Avenue NW | Suite 300 | Washington, DC 20036  
202.530.0800 or 800.225.4262 | [cetacademicprograms.com](http://cetacademicprograms.com) | [jobs@academic-travel.com](mailto:jobs@academic-travel.com)

We are seeking candidates able to work independently, with strong organizational/administrative skills, a passion for studying abroad, and dedication to diversity, equity, and inclusion. The ideal candidate will have at least 2 years of professional experience—preferably with study-abroad recruitment or client relations experience. They will possess excellent communication skills, flexibility, and enthusiasm for international education and exchange. They may maintain a home office and will remote work to Washington DC or may be based in Washington DC. This IRM position will support and manage Institutional Relations initiatives from their home office and will also be required to make approximately 20 visits to campuses each year, a portion of which may involve overnight stays. We prefer that the IRM make at least a two-year commitment to the position.

## **What you'll do...**

### *Initiatives and Special Projects*

- Manage and Coordinate CET's Campus Ambassador program by recruiting and training CET alumni to act as ambassadors for study abroad on their home campuses.
- Collaborate with the Director of Institutional Relations and other CET colleagues to support a growing portfolio of Group Site Visits.
- Support the Institutional Relations team through market research; develop and maintain leads for new business.
- Manage CET's Annual Partner Survey process to ensure that CET maintains up-to-date knowledge about partner policies and processes.

### *Institutional Relations*

- Actively manage CET's existing relationships with study abroad staff and faculty at key institutions in a small portfolio of schools. Meet with staff and faculty to provide new information as needed.
- Expand upon CET's network by developing and maintaining new relationships with faculty and staff at existing and new partnerships.
- Communicate CET's diversity, equity, and inclusion initiatives to our campus partners and support CET in their implementation. Work to expand partnerships at HBCU's, MSI's and diversity-supporting entities at PWI's.
- Work to gain official approval for CET's programs as appropriate.
- Serve as a liaison for other CET supporters in the region, including Advisory Board members.
- Assess institutional needs and recommend an effective strategy for developing stronger relationships with each campus in the region.
- Collaborate with the Institutional Relations Team to create and implement strategic plans for growth within the portfolio.

### *Student Recruitment*

- Represent CET via campus visits in collaboration with our university partners (study abroad fairs, information sessions, class visits and additional events as needed and appropriate).
- Create campus recruitment plans that further CET's initiatives to recruit and support diverse students.

#### **A Division of Academic Travel Abroad, Inc.**

1155 Connecticut Avenue NW | Suite 300 | Washington, DC 20036  
202.530.0800 or 800.225.4262 | [cetacademicprograms.com](http://cetacademicprograms.com) | [jobs@academic-travel.com](mailto:jobs@academic-travel.com)

- Serve as a region's student liaison before they apply for a CET program. Respond to student inquiries and provide answers to student questions.
- Create events that will provide alumni with a vehicle for sharing their study abroad experiences with prospective students and faculty. Serve as a reentry advisor to our graduates.

### *Sales Administration*

- Manage an in-home office, including all expenditures related to sales activities.
- Utilize Salesforce to keep careful notes about sales strategies and campus visits
- Develop expertise about CET's programs through regular interaction with our US and overseas staff.
- Travel to Washington, DC at least once a year for meetings concerning program development, strategy and growth.

### *Other Assignments Including...*

- Promote CET at relevant conferences, including Regional NAFSA Conferences.
- Contribute to the production of CET's promotional materials as assigned, including catalogs, flyers, advertisements, website, blog and various social media.
- Develop effective campus presentations to promote CET programs to students and faculty.
- With the Director of Institutional Relations, assess CET's institutional relations and recommend appropriate improvements.

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

- Bachelor's degree or equivalent
- Superior interpersonal, written, and verbal communication skills are essential
- At least 2 years of professional work experience
- Excellent management and organization skills
- An ability to work independently and collaboratively
- Strong problem-solving skills and the ability to analyze and synthesize information
- Sales and marketing experience a plus
- Ability to represent CET effectively with authority and poise to faculty, study abroad staff, overseas partners, parents, and students
- Flexibility for frequent travel
- Experience studying, working, or traveling abroad, a plus
- A sense of humor

### **To Apply**

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

- Cover letter
- Résumé

In the [application form](#), select "Institutional Relations Manager (CET)" from the drop-down menu.

#### **A Division of Academic Travel Abroad, Inc.**

1155 Connecticut Avenue NW | Suite 300 | Washington, DC 20036  
202.530.0800 or 800.225.4262 | [cetacademicprograms.com](http://cetacademicprograms.com) | [jobs@academic-travel.com](mailto:jobs@academic-travel.com)

Applications missing any of these components will not be considered. The successful completion of a background check, including professional references, is required for this position. Proof of eligibility to work in the US is also required.

**Application deadline:** We encourage applicants to send their materials as soon as possible and before our final deadline on **June 18, 2023, 11:59 PM.**

To all recruitment agencies, CET/ATA does not accept agency resumes. Please do not forward resumes to 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 Recommendation**

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 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 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.

**A Division of Academic Travel Abroad, Inc.**

1155 Connecticut Avenue NW | Suite 300 | Washington, DC 20036  
202.530.0800 or 800.225.4262 | [cetacademicprograms.com](http://cetacademicprograms.com) | [jobs@academic-travel.com](mailto:jobs@academic-travel.com)