



Position Title: Academic Director, Italy Programs

Status: Full-time, 1-year contract

Location: Based in Florence, with periodic visits to Siena

Supervisor: Director, Italy Programs

Anticipated Start: December 2023

Salary & Benefits

This position is hired in Italy by Italice Academy srl, the partner organization of CET Academic Programs (CET) and Academic Travel Abroad, Inc. (ATA). Established in 1998, Italice Academy specializes in operating educational programs in Italy. CET and Italice Academy have worked together to operate study abroad programs in Italy since 2001.

If you're hired, this is what we'll offer you with a few of our benefit highlights:

- Salary: approximately €50.000 net annually, commensurate with experience and number of courses taught per year
- 26 days of Personal Time Off, 12 holidays, all fully paid
- 5 months paid parental leave (any parent, birth or adoption)

Description of the Position

The Academic Director (AD) is responsible for the academic excellence of the CET Florence and CET Siena programs, articulating a clear vision and academic identity, ensuring the delivery of a robust, well-designed curriculum, upholding the highest standards in teaching, learning, and pedagogy, and positioning CET at the forefront of the field. The AD is also responsible for ensuring smooth academic administration: adhering to all CET policies and processes, maintaining strong relationships with faculty, staff and local university partners, and CET headquarters. The AD manages the Academic & Student Success Advisor, and ideally teaches CET courses on a regular basis.

What you'll do...

AD responsibilities include but are not limited to the following:

Curriculum Development & Implementation, Academic Affairs Policies and Procedures

- Demonstrate innovation and leadership in pedagogy, faculty training and development, and student learning and research
- Demonstrate creativity and intentionality in curricular design and delivery, in particular with regard to developing critical thinking as a pedagogical tool, with emphasis on issues of difference, power and equity as they relate both to the host context and to knowledge production within the program.
- Effectively leverage the host context in the delivery of academic content and support faculty implementation of experiential learning and field study course components.
- Create and regularly update syllabi and other teaching materials
- Adhere closely to CET policies and procedures
- Arrange course schedules (class hours and classroom assignments) for all programs each term
- Review student course evaluations and provide regular feedback to faculty
- With the Academic & Student Success Advisor and faculty, manage add/drop, course withdrawal, attendance tracking, grading, and assignments
- Develop and implement specific curricula for custom programs as needed

Managing Faculty and Academic Staff

- Recruit, onboard, and train instructors regarding CET policies and procedures
- Maintain high visibility and accessibility to faculty through regular office hours and communication
- Supervise and evaluate teaching through regular class visits, creatively addressing day-to-day issues that might arise
- Design and lead workshops, meetings, and professional development activities for faculty
- Manage the Academic & Student Success Advisor

Student Advising and Support

- Conduct academic orientation and serve as on-going resource for student questions relating to academics
- Maintain high level of visibility and accessibility to students, via regular office hours, communication, and a welcoming demeanor
- Assist students in addressing any academic challenges they might be facing
- Ensure efficient and effective systems for student placement, assessment, and academic success
- Implement academic accommodations where required
- Carry 24/7 emergency phone in rotation with other staff

Liaising with Partners

- Actively seek and develop new local partnerships that might support CET curricular and strategic goals
- Effectively represent CET to custom program faculty and/or US partner study abroad staff who might be visiting the program

- When possible, represent CET at meetings of the Italian studies/language and/or study abroad field

Collaborating with Student Life

- Collaborate closely with Student Life staff on student issues that might be both academic and personal
- Maintain close working relationship through regular office hours, weekly meetings, and effective written and verbal communication
- Advise on and support extra-curricular activities as needed

Communicating with Headquarters

- Maintain close communication with headquarters regarding any student, partner, or staff issues that arise
- Contribute to communications and conversations in the Academic Affairs Space
- Offer effective responses to issues identified in course and program evaluations
- Maintain updated database of course syllabi
- Write a thoughtful final report each term, identifying challenges and suggesting solutions

We're looking for...

- PhD or EdD required
- Legal right to work and reside in Italy
- Fluency in Italian and English (written and verbal)
- Ideally teach up to three 45-hour courses per year for CET Italy programs, in the areas of expertise
- Experience teaching US undergraduates
- Experience leading workshops for faculty
- Comfort with using multiple technology platforms. Experience with Canvas or similar LMS preferred.
- Experience advising or mentoring students.
- Excellent leadership, communication, and organizational skills
- Demonstrated ability to work both independently and as a team
- Willingness to wear different hats and occasionally work irregular hours
- Demonstrated commitment to global education
- Sensitivity to student needs and cultural differences

To Apply

Qualified candidates should submit the following materials in English:

- CV
- Cover letter

Application deadline: We encourage applicants to send their materials as soon as



possible and before our best consideration deadline on **October 15**.

Send application materials via email to JStern@cetacademicprograms.com and include "Academic Director, Italy Programs" in the subject line. Applications missing any of these components will not be considered. The successful completion of a background check, including three professional/academic references, is required for this position.

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.

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 across the globe. 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 study 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 Italy

The CET Florence program balances challenging academic content, enriching



extracurricular activities, and independent exploration of Italy in its European context. Students take Italian language and elective courses in art history, business, economics, finance, global studies, history, Italian studies, marketing, management, politics, and psychology.

The CET Siena program provides students with an intellectual foundation for understanding, engaging, and independently exploring Siena and Italy. Students take one or two semesters worth of Italian language and elective courses in art history, computer science, global studies, Italian studies, media studies, politics, and women's and gender studies.

Both programs operate in the spring, summer, and fall terms for undergraduate students, and offer a robust slate of co- and extra-curricular activities and housing options to support understanding of Italian culture. In addition to these programs, CET operates custom programs in Italy developed for various US universities.