



Title: Program Director, CET Taiwan

Status: Full-time, salaried, Exempt

Job location: Taipei, Taiwan

Supervisor: Senior Programs Manager (US-based)

Start Date: Mid-January 2024

Salary & Benefits

The salary range for this position is USD \$70,000-80,000 annually, commensurate with experience.

Benefits differ depending on the contract type and citizenship, but include medical insurance, professional development opportunities, and more. CET is committed to work/life balance. If hired, we'll offer generous paid leave such as 30 days of Personal Time Off and 9 public holidays. Work visa sponsorship through CET is available for this position, if required.

Description of the Position

The Program Director (PD) is responsible for overseeing the smooth implementation of the CET Taiwan standard and custom study abroad programs, as well as identifying opportunities for new program development as part of CET's strategic objective to diversify programming in Taiwan. The PD is the most senior member of the CET Taiwan team and therefore active, in-person staff management is a large part of the role. The PD reports to the Senior Programs Manager, based in Washington, DC, and works closely with US-based colleagues to oversee all CET operations in Taipei.

The primary responsibilities of the PD includes (1) deepening CET's partnership with our host university; (2) local staff and faculty recruitment and management; (3) academic oversight, including curriculum development; (4) serving as the primary student contact for academic advising; (5) occasionally leading program travel; and (5) working collaboratively with the Washington, DC office to advance big-picture program development goals.

What you will do

Staff Management

- Directly manage 3-4 team members in Taipei, providing leadership and vision to the CET Taiwan team.
- Represent the interests of the CET Taiwan program team to the Washington, DC-based Senior Programs Manager, offering constructive suggestions to foster staff development and retention.
- Provide guidance to on-site direct reports on their respective academic and residential responsibilities, including: student health and wellness support, incident management, innovative activity and excursion design, local student engagement (roommates and local buddies programs), academic processes, and

financial reporting.

- Serve as a resource for on-site colleagues who manage Coordinator-level and/or short-term staff.
- Ensure that regular communication processes are in place to keep on-site staff fully informed of relevant policy and process announcements made by the DC office, both strategic and operational.

Program Development

- Actively expand CET's academic and professional networks in Taiwan. This includes pursuing prospective university partnerships and internship host organizations, with the purpose of diversifying CET programming and driving program enrollment.
- In close coordination with the Internship Director & Office Manager, help facilitate internship placements for CET Taiwan students, and provide academic guidance to internship students as needed.
- Manage appropriated funds and report all work expenses to the Internship Director & Office Manager in a timely and clear manner.
- Help ensure moderate and appropriate spending on-site, to ensure the financial success of CET Taiwan programs.

Academic Leadership

- Work cooperatively with CET's host university administration to ensure the program curriculum is meeting the academic needs of CET students and the high standards of CET's Academic Affairs team and institutional partners.
- Directly hire and manage all CET elective course faculty. This includes working closely with faculty to build and facilitate courses throughout each term, monitoring academic quality.
- Identify opportunities for curriculum development, including the addition of new CET courses, additional host university course opportunities, and/or program-led academic activities.
- Stay in close communication with the Washington, DC-based Director of Academic Affairs, to ensure CET Taiwan is consistent with institutional policies as we grow.
- Represent CET academic and attendance policies to all students and local partners, enforcing academic standards in tandem with the on-site Academic Coordinator.
- Represent CET values and policies with custom program faculty leaders, site visitors, and host university administrators.
- Teach one CET 45 contact hour elective course per term (based on existing workload and expertise) and provide academic guidance to custom short-term programs when needed.

Student Advising

- Serve as academic advisor to CET Taiwan students, providing intervention when necessary for academic issues and following CET policies for disciplinary action.
- In coordination with the rest of the Taiwan team, design and implement each semester's orientation sessions.
- Serve as language and cultural resource to students, guiding students in their academic and non-academic pursuits while in Taiwan.
- Maintain office hours and counsel students as needed.
- Communicate frequently with the Program Manager about student feedback of note, working with on-site colleagues to record student incidents in a timely manner.

Program Representation

- Communicate frequently with the Program Manager and CET's Washington, DC China team, via Igloo, email, and Microsoft Teams meetings.
- When necessary, respond to additional inquiries from DC regarding future Taiwan programming, including curriculum development leads and custom program proposals.

- Represent the CET Taiwan program well with site visitors, to US partner institutions, and at national conferences and/or CET company gatherings.

Qualifications

Qualified candidates for the Program Director position will possess (in order of importance):

- Fluency in English and Chinese required.
- A terminal degree (Ph.D.) in a relevant discipline to the CET Taiwan program, particularly East Asian studies, political science/international relations, public policy, or other field with a focus on Taiwan.
 - Exceptional candidates with a Master's degree and teaching experience will be considered.
- Experience teaching at the undergraduate level, preferably on a US college campus or in Taiwan instructing international students.
- Experience advising or mentoring students, preferably in a cross-cultural context. Cultural sensitivity and a commitment to Justice, Equity, Diversity, and Inclusion is foundational to this position.
- Interest in direct staff management, overseeing team development and building rapport.
- Excellent time management skills and the ability to manage conflicting priorities.
- Willingness to wear different hats and occasionally work irregular hours.
- An understanding of the landscape of the field of international education, particularly with respect to study abroad programs in Greater China.

We discourage those interested in pursuing their own research or other side projects in Taiwan from applying.

To Apply

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

- Cover letter
- Résumé or Curriculum vitae (CV)

In the [application form](#), select "Program Director - CET Taiwan" 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 final deadline on **November 10, 2023**.

To all recruitment agencies, ATA does not accept agency resumes. Please do not forward resumes to our jobs, ATA employees or any other company location. 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 ATA/CET staff are strongly recommended to be fully vaccinated against COVID-19.

Description of the Organization

CET Academic Programs, a subsidiary of Academic Travel Abroad, Inc., 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 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.