



Position Title	Short-Term Resident Director, CET Harbin
Status	Full-time, temporary, on-site
Special Conditions	Must be on call on some evenings and weekends. When programs are operating, be on call in case of an emergency, 24 hours a day, 7 days a week
Location	Harbin, China
Supervisor	Senior Program Manager (US-Based)
Contract Dates	Some flexibility within range May 2025-August 2025

Salary & Benefits

The salary range for this position is \$4,000-\$5,000 USD per month, commensurate with experience.

Benefits differ depending on the contract type and citizenship, but could include medical insurance, travel to and from work location, and housing costs. Visa support through CET is available for this position, if required.

Description of the Position

The Short-Term Resident Director-CET Harbin (STRD) is primarily responsible for managing all student life aspects of the CET Harbin program, which is relaunching for the first time since 2019 in Summer 2025. The STRD works in close collaboration with the on-site Academic Director. The STRD reports to the supervising Senior Program Manager in Washington D.C. There is potential for the STRD to manage 1-2 Office Assistants or interns.

The STRD serves as CET's primary liaison for the program and communicates the needs of students with DC headquarters. While faculty work directly with students on most academic issues, the STRD handles all non-academic issues, such as on-site emergencies, orientation, excursions, housing, and general student advising. The STRD meets frequently with students (both informally and during office hours) and helps manage CET's relationship with Northeast Forestry University (NEFU) and other local partners.

What you'll do...

Student Advising and Support (30%)

- Serve as the primary on-site resource for US students local 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 NEFU and throughout Harbin
- 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

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 roommates or language partners. Design activities for CET students and language partners/roommates that promote cross-cultural learning, self-sufficiency, and out-of-classroom use of Chinese language

Communicating with Headquarters (20%)

- Maintain close communication with headquarters regarding any student, partner, or staff issues that arise
- Utilize a student information management system to review student profiles and file detailed incident reports
- Work with the CET Director of Health & Safety (US-based) to address student incidents and document incidents according to CET policies and US partner requirements
- Work with DC and on-site teams create CET Harbin resources in Canvas, serving as an on-site leader in adopting the platform for academic and non-academic program components

Financial Management (20%)

- Record program expenses, monitor the term budget, and submit accurate expense reports at the end of the summer term
- 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 Harbin
- 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

Requirements

- Advanced proficiency in Chinese and English
- At least two years of professional experience in Greater China; experience in Harbin 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 STRD 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 Harbin 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 “Short-Term Resident Director Harbin – 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 **January 15th, 2025**.

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 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.