



Job Title: Academic Coordinator, CET Taiwan

Status: Full Time

Job Location: Taipei, Taiwan

Supervisor: CET Taiwan Program Director

Target Start Date: July 1, 2025

Salary & Benefits

This position is hired directly by CET Academic Programs. The coordinator role offers a monthly salary stipend of NT\$40,000-45,000 commensurate with relevant work experience. CET has a reduced work schedule of 32 hours per week.

Description of the Position

The CET Taiwan Academic Coordinator (AC) assists the Program Director in all aspects of academic planning and programming. Duties include class scheduling, tracking student course changes and absences, creating field-based course components and co-curricular activities to support student's learning objectives, meeting with students frequently to discuss their coursework, serving as a language and cultural resource for students, supporting CET students in direct- enroll course questions and concerns, and making recommendations for program improvements based on student and host university feedback. This position will serve as the primary liaison with CET's local host institution, National Taiwan University's Chinese Language Division (CLD). The AC will also be expected to assist the Resident Directors in supporting student health and wellness and in the planning and staffing of select program-led activities and domestic travel.

Responsibilities

Academic Planning

- Support the CET Taiwan team in upholding all relevant CET academic policies, and ensure that both CLD and CET policies are clearly articulated and enforced with students
- Help facilitate the program's Academic Orientation sessions
- Create co-curricular activities that support students' learning goals, particularly Chinese language study. Identify non-CET events that also support student learning
- Report all academic incidents, monitor student academic performance, and advise students in need of academic guidance
- Administer course and program evaluations
- Receive and evaluate all academic accommodations materials from the Student Services team in the

US and work with CLD and CET instructors to create learning plans for students with documented accommodations

- Oversee course enrollment process working with US-based colleagues to ensure that student course enrollment data is accurate and up-to-date
- Collaborate with program instructors and Program Director to ensure that grade and attendance data is entered accurately each term
- Help CET electives faculty plan and facilitate field-based course components
- Help organize internship placement, including compiling student information, initiating contact with students, and maintaining the internship database
- Track students' attendance and make necessary follow-ups
- Support all academic logistics and technological support, including booking classrooms

Liaising with Host University

- Work closely with NTU (National Taiwan University) CLD administrators and instructors to communicate CET student needs, represent CET's interests and concerns, and ensure that CLD is appropriately placing and supporting CET students throughout each term
- Oversee the Add/Drop process between CET and CLD each term, advocating for students when necessary and working with the Program Manager to make recommendations to CLD that will continue to improve the course placement process
- Gather and upload CET and CLD term syllabi to Igloo
- Communicate regularly with the Program Director and US-based Academic Affairs team, representing the program and host university (CLD) perspectives to the rest of the organization

Student Counseling

- Serve as language and cultural resource to CET Taiwan students
- Conduct periodic check-ins with students to discuss their academic experiences and understand how CET can better support their learning objectives in future terms
- Help disburse and record program-funded cultural reimbursements to students in the CET office
- Maintain weekly office hours to stay accessible to students
- Provide Mandarin learning support to students

Collaboration with CET Faculty and Staff

- Advise CET faculty on use of Canvas, including providing guidance on building course content, creating assignments, communicating with students, and best practices for learning management system (LMS) use
- Assist with activity facilitation during busy periods, including occasional evenings and weekends.
- Support the rest of the CET Taiwan team with any on-site emergencies in an appropriate and effective manner. This includes being on call on select nights and weekends in the rare event of a major health and wellness incident

We are seeking:

- Taiwanese citizenship, or unrestricted work authorization in Taiwan (visa sponsorship not available)
- High proficiency in Chinese and English (must be able to counsel international students in English, and communicate with Taiwanese partners/vendors in Chinese)
- Bachelor's degree in a relevant field
- Undergraduate advising or mentoring experience preferred but not required
- Strong organization, attention to detail, and interest in working with large data sets and understanding learning management systems (Canvas)

- Superior interpersonal skills
- Excellent oral communication and writing skills
- Willingness to wear different hats and maintain flexible hours in support of the program
- Sensitivity to both student needs and cultural differences
- Study abroad experience, especially personal experience living and studying in the United States
- Experience teaching Mandarin as a foreign language, or a recent graduate of a ‘teaching Mandarin as a second/foreign language’ program

To Apply:

Please email the following to: Taiwan@cetacademicprograms.com

- Resume
- A cover letter
- Two references (name, job title, and email)

Priority deadline: 1 May 2025

Description of the Organization

CET Academic Programs is a study abroad organization that has been developing and delivering 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 short-term customized programs in Asia, Europe, Latin America, and the Middle East for college, high school, and pre-college students.

CET is known for high program standards, strong academics, a nimble and collaborative approach to partnerships, and supportive student services. Through elements such as field-based course components, internships, community-based learning, and housing with local roommates, CET strives to integrate students into the local community and facilitate lasting relationships with hosts. As an environmentally conscientious organization, CET aims to adopt sustainable measures across its operations. And through its commitment to inclusion, CET seeks and encourages the participation of students from diverse backgrounds, ensuring a welcoming, hospitable program environment that promotes student learning.