



职位名称：定制项目驻地主任

职位状态：全职，

工作地点：中国上海

上级主管：CET上海项目主任

预计入职时间：2026 年 3 月 2 日

工资福利

- 年薪：32万-37.5万人民币
- 12天公共假期（中国），以及30天带薪年假
- 通过CET在上海的当地机构为中国籍员工提供养老金和本地保险福利
- 专业发展机会，包括参加会议和与工作相关的国内出差

职位说明

定制项目驻地主任（CPRD）是CET上海项目团队中一个重要的常设职位，负责支持为CET美国合作大学规划和实施在中国的定制项目。该职位将作为美方教师和学生的主要联系人，确保这些短期本科生海外留学项目的成功。在定制项目未开展期间，CPRD将根据需要支持CET上海项目的本地项目。工作地点位于东华大学延安路校区CET项目中心，也需要在中国各地进行季节性出差以支持学生项目。

预计任期将从2026年3月1日开始。

除需精通普通话与英语外，理想的CPRD候选人还应具备以下特质：出色的领导能力、良好的灵活应变能力、高度的细节关注度、创新思维，以及在跨文化环境中与学生协作的工作热情。需要提醒候选人的是，根据季节性项目需求，该岗位可能需要投入大量时间，且具有一定挑战性。因此，我们不建议有兼职工作计划或正在从事自由职业项目的人士申请该岗位。

主要工作内容

工作职责包括但不限于：

定制项目运营

- **与位于华盛顿特区 (DC) 的定制项目团队紧密合作**，为上海所有定制项目提案的行程规划提供指导，包括就所有项目行程、活动、客座讲师等方面，为此提供富有创意且具备专业依据的建议，确保这些建议与每个项目的主题保持一致。
- 为上海地区的短期项目及教师带队主导型项目，完成所有健康安全相关准备工作及其他后勤筹备事宜。
- 调研中国其他地区，为行程密集型定制项目制定行程方案；针对美国合作方的需求，就相关机会与潜在障碍提供指导建议。
- **出席**项目组织的所有活动及外出考察，包括晚间和周末举办的活动
- 统筹全中国范围内的由项目主导的出行安排，经常需带领对当地语言和文化不熟悉的团队出行。
- 严格遵守 CET 定制项目的相关政策与流程要求。
- **按照** CET 标准，履行供应商审核与考察职责
- 协调师生的抵达与返程事宜
- **参与**项目预算的制定与费用报告的维护工作，始终关注既定预算并在预算范围内开展工作
- **按时完成**月度信用卡消费报告，并依据财务流程将票据提交给办公室主任

学生和教师支持

- **主持开学教育活动**，并为访华师生及随行教师负责人提供可靠支持。
- **担任**师生的紧急联系人，依据 CET 相关政策，发生健康与安全突发事件时，及时响应和处理。
- 协助师生对接当地医疗资源，包括根据需求陪同学生前往医院或诊所，并协助他们提交保险理赔申请。

与合作方对接

- **代表** CET 与项目师资负责人及美国合作方留学项目工作人员自信沟通对接
- 积极拓展与本地服务商及行业专家的新型合作关系，丰富本地合作网络资源，拓宽 CET 在中国可支持的定制项目类型。

CET 内部跨部门沟通与协作

- 与 CET 上海项目团队其他成员及驻北京的定制项目驻场主任协作，重点参与多地

点定制项目的后勤规划及服务商资质审核工作。

- 通过固定办公时间（该岗位为 CET 上海共享办公室现场办公）、团队会议及高效的书面与口头沟通，与上海同事保持密切工作关系。
- 通过定期沟通汇报与项目执行期间突发事件的及时上报，与 CET 总部保持常态化对接。
- 运用 CET Compass（我方申请平台）查阅学生报告，并提交详细的突发事件报告。
- 每个定制项目结束后一个月内，撰写详细的项目总结报告，明确项目面临的挑战并提出解决方案。

支持CET上海项目

- 当条件允许时，定制项目驻场主任需协助支持 CET 上海项目常设项目的相关工作，具体包括后勤规划、活动组织及健康安全保障支持。

我们正在寻找具备以下条件的候选人：

- 本科及以上学历，专业不限
- 精通普通话与英语（熟练运用级）
- 拥有在大中华区支持学生及/或旅行者的相关工作经验
- 有在大中华区长期生活、工作及/或学习的丰富经历，有上海地区经验者优先
- 注重细节，具备出色的沟通能力
- 时间管理能力优秀，能够妥善处理多重工作优先级冲突
- 具备主动意识，可独立解决问题并做出合理判断
- 熟悉 Office 365 办公软件（Word、Excel、PowerPoint、Outlook、Teams）者优先考虑
- 能够根据项目需求，在必要时于晚间及周末工作（该岗位工作强度有忙闲季之分，因此必须能够在提前通知的情况下，带项目团队出差数日）
- 项目执行期间，需随时响应紧急事务，担任 7×24 小时紧急联系人
- 具备跨文化敏感度，致力于中美文化交流事业

申请方式

[请在申请表中附上您的英文简历及英文求职信。缺少任一材料的申请将不予考虑。](#)该岗位要求候选人通过背景调查（含三份专业/学术推荐信），背景调查合格后方可录用。

申请截止日期：我们鼓励申请人尽快提交申请材料，并务必在 **2026 年 1 月 9 日** 优先考察截止日期前完成提交。

致所有招聘机构，ATA 不接受通过招聘机构推荐的简历。 请勿将简历发送至我们的招聘渠道、ATA 员工或公司其他任何地址。对于未经请求主动提交的简历，ATA **不承担任何相关费用**。

平等机会工作场所

我们致力于提供平等的就业机会，不论种族、肤色、宗教信仰、性别、国籍、性取向、年龄、公民身份、婚姻状况、残疾情况、性别认同、退伍军人身份、基因信息，或适用法律规定的其他任何受保护特征。

机构介绍

CET 学术项目（CET Academic Programs）是一家海外留学项目机构，自1982年起便致力于开发并运营创新性的海外教育项目。该机构最初名为“中国教育游学（China Educational Tours）”，在北京启动运营，随后逐步拓展至全球其他地区。



Position Title	Custom Programs Resident Director
Status	Full-time, onsite
Location	Shanghai, China
Supervisor	Director of CET Shanghai
Anticipated Start	March 2, 2026

Salary & Benefits

- Annual Salary: 320,000-375,000 RMB
- 12 public holidays (PRC), and 30 days of annual PTO leave
- Pension and local insurance benefits available to PRC nationals through CET's local entity in Shanghai
- Professional development opportunities, including conference attendance and work-related domestic travel

Position Description

The Custom Programs Resident Director (CPRD) is an important, year-round position with the CET Shanghai program team that supports the planning and facilitation of China-based custom programs for CET's US partner universities. The CPRD will be the point of contact for US faculty leaders and students, ensuring the success of these short-term, undergraduate study abroad programs. When custom programs are not on the ground, the CPRD will support the CET Shanghai standard program as needed. This is an in-person opportunity as part of the CET Center at the Donghua University Yan'An Road Campus, with considerable seasonal travel around China to support student programs.

The appointment period is anticipated to begin **March 1, 2026**.

In addition to advanced proficiency in Mandarin and English, attributes of the ideal CPRD candidate are strong leadership skills, flexibility, strong attention to detail, creativity, and enthusiasm for working with

students in a cross-cultural setting. Candidates are advised that this can be a time-consuming, challenging position based on seasonal program needs. We discourage those interested in pursuing additional employment or freelance projects from applying for this role.

What You'll Do...

Responsibilities include but are not limited to:

Custom Program Operations

- Work closely with the DC-based Custom Programs Team to guide itinerary development for all Shanghai custom program proposals, which includes providing creative, informed recommendations for all program travel, activities, guest lecturers, etc. consistent with each program's theme
- Complete all health and safety and other logistical preparations for short-term and faculty-led programs in Shanghai
- Research other locations throughout China to develop itineraries for travel-intensive custom programs, providing guidance on opportunities and barriers to US partner requests
- Attend all program-organized activities and excursions, including those that occur on evenings and weekends
- Facilitate program-led travel throughout China, often leading groups unfamiliar with the host language and culture
- Adhere closely to CET custom program policies and procedures
- Carry out vendor vetting and scouting responsibilities, consistent with CET standards
- Coordinate student and faculty arrivals/departures
- Contribute to the development and maintenance of a program budget and expense report, staying mindful of and working within the set budget
- Complete monthly credit card reports on time and submit receipts to Office Manager per accounting processes

Student and Faculty Support

- Lead orientations and serve as a reliable resource to the students and faculty leaders visiting China
- Serve as emergency point of contact for students and faculty, responding to health & safety incidents in a timely manner and consistent with CET policies
- Help students and faculty navigate local health resources, including accompanying students to hospitals/clinics as needed and assisting them in submitting insurance claims

Liaise with Partners

- Confidently represent CET to program faculty leaders and US partner study abroad staff
- Actively cultivate new local partnerships with vendors and local experts to diversify our local network and broaden the types of custom programming CET is able to support in China.

Communicate and Collaborate across CET

- Collaborate with the rest of the CET Shanghai team as well as the Beijing-based Custom Programs Resident Director, particularly on logistical planning and vendor vetting for multi-site custom programs.
- Maintain close working relationships with Shanghai colleagues through regular office hours (this position is in-person at the shared CET Shanghai office), team meetings, and effective written and verbal communication
- Communicate consistently with CET headquarters through regular check-ins and timely incident reports for any issues that arise while programs are in session
- Utilize CET Compass (our application platform) to review student reports and file detailed incident reports
- Write a detailed final report one month after the end of each custom program, identifying challenges and suggesting solutions

Support CET Shanghai

- When available, the Custom Programs RD will support the CET Shanghai standard program, specifically logistical planning, leading activity, and health and wellness assistance.

We're looking for...

- Bachelor's degree, in any field
- Advanced proficiency in Mandarin Chinese and English
- Professional experience supporting students and/or travelers in Greater China
- Significant experience living, working, and/or studying in Greater China, preferably in Shanghai
- Attention to detail and exceptional communication skills
- Excellent time management skills and ability to manage conflicting priorities
- Ability to take initiative and use good judgement when solving problems independently
- Experience with Office 365 (Word, Excel, PowerPoint, Outlook, Teams) preferred
- Availability to work occasional evenings and weekends due to program-related travel (this position has busy periods and quiet periods, so the ability to travel with program cohorts for several days at a time with advance notice is essential)
- Ability to serve as a responsive 24/7 emergency point-of-contact while programs are in session
- Cultural sensitivity and a commitment to US-China cultural exchange

To Apply

Please attach your resume and a cover letter in English to our application form. 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.

Application deadline: We encourage applicants to send their materials as soon as possible and before our priority deadline on **January 9, 2026**.

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.

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.

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.