



Title: Academic Director, Intensive Arabic Language and Area Studies

Job location: Aleppo, Syria

Supervisor: Kala Carruthers Azar, Syria Program Manager, CET Academic Programs

Dates: January 2011 – January 2013

Application Deadline: July 15, 2010

CET Academic Programs is a private study abroad organization. Based in Washington, DC, CET has been designing and administering educational programs abroad since 1982. Known for our innovations in the field of study abroad, we currently offer college-level programs in China, Japan, Vietnam, the Czech Republic, Italy, Spain and Syria. Our programs emphasize high academic standards, innovative approaches to teaching, and careful student management. Staffed by over 40 full-time employees in the US and abroad, CET currently sends more than 1000 American students abroad annually. CET students come from universities across the US, with the largest groups from Vanderbilt University, Middlebury College, UNC - Chapel Hill, Yale University, Boston University, Bowdoin College, Brown University and Harvard University. More information on our programs can be found on our web site: www.cetacademicprograms.com.

In 1994, Academic Travel Abroad (ATA), a cultural tour company founded in 1950, acquired CET. ATA assists colleges, universities, museum/cultural groups, and alumni associations in the creation and operation of group study-travel programs for their membership. Incorporated in the District of Columbia, ATA has a staff of over twenty involved in all phases of travel: tour design, land operations, reservations, and marketing.

Description of the Position

The Academic Director's principal objective is to apply his/her expertise in the areas of curriculum design, pedagogy, and teaching methodology to CET's newest program *Intensive Arabic Language and Area Studies* in Aleppo, Syria. This program will operate during the fall, spring, and summer terms. As the most senior CET staff member in-country, the Academic Director is ultimately responsible for the program as a whole.

The Academic Director manages the launch and continuation of CET's Arabic language program. He/she supervises instruction, assists with hiring faculty, conducts teacher training (both formally and informally), and offers office hours for the Arabic faculty and American students. He/she reports to CET's head office, making recommendations for short-term curricular changes and long-term programmatic/structural changes. The Academic Director also counsels students to solve problems related to their classes, expectations, dormitories, or activities.

The Academic Director is a full-time, annual contracted position starting in January 2011 for two years with the possibility of renewal. The Academic Director reports to the CET Syria Program Manager in Washington, DC. Candidates are advised that this is a challenging, time-consuming position. Participation in some evening and weekend activities is required.

Responsibilities

Oversee program curriculum

- Work with the Higher Institute of Languages (HIL) at the University of Aleppo (UA) in choosing language instructors, content level instructors, course curriculum, and class plans
- Coordinate all language classes and tutorials
- Manage all syllabi, textbooks, grades and transcripts for all courses
- Supervise and evaluate teaching, creatively solve day-to-day curricular problems
- Manager junior staff and faculty
- Coordinate student tuition payments in accordance with HIL and CET's payment plans; manage the program budget
- Maintain, enforce and uphold language pledge during summer term
- Offer a 3-day or 4-day "start-up" seminar concerning pedagogy to on-site faculty each term
- Listen to classes and offer teachers feedback on their teaching technique
- Maintain office hours for faculty
- Improve upon current systems for student placement and examination
- Monitor class attendance and grading standards
- Design and implement new activities, language partners, and Traveling Seminars which support classroom goals
- Report final recommendations concerning the program to CET's Director and Syria Advisory Board

Teach/counsel students

- Serve as language and culture resource to students
- Supervise and manage the Arabic language partners (and hopefully roommates) interface with CET students
- Assist junior staff in identifying best accommodations for students
- Maintain office hours and meet individually with students to assess their progress and serve their needs
- Teach content area courses and/or language courses as necessary
- Attend activities and join students for meals when possible
- Develop systems for enforcing a campus-wide, Arabic-only language pledge (particularly for Summer term)
- Maintain student academic files and records
- Troubleshoot student issues

Serve as liaison

- Represent CET in its dealings with HIL/UA faculty and administrators
- Represent student needs to CET and the host institutions
- Communicate regularly with CET's head office, submitting written reports and reporting on and reconciling the budget
- Coordinate work with on-site staff by participating in weekly meetings
- Manage junior staff for oversight of all non-academic affairs

Requirements

- Ph.D. in a relevant field (exceptional candidates with MA's may be considered)
- Extensive Arabic language teaching experience
- Near fluency and excellent communication skills, both verbal and writing, in Arabic and English
- Teacher training experience
- Administrative & managerial experience
- Familiarity with US-managed study abroad programs
- Excellent people skills & an ability to cooperate
- Stress-management skills

Salary and Benefits

- Salary, commensurate with experience that may be free from US federal income tax (If you remain outside the US for 331 days/year, part of your income may be free from US federal income tax. However, we encourage you to discuss your own tax situation with a tax professional.)
- One roundtrip ticket between the US and Syria per year
- Health insurance
- Life Insurance and long term disability coverage
- Ample vacation time--7 weeks of paid leave each year
- After one year of service, 401K retirement plan and other staff benefits

Qualified candidates should submit

- A formal cover letter that includes the position title (Academic Director, Intensive Arabic Language and Area Studies) and how you first heard of the position opening;
- A resume; and
- Contact information for three references

Applications that do not include all of these requirements will not be considered.

Send application materials via mail or e-mail (as Word attachments) to:

Mark Lenhart
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