



Title: Resident Director, Intensive Japanese Language and Area Studies

Job location: Osaka, Japan

Supervisor: Kate Maruyama, Japan Program Manager, CET Academic Programs

Based in Washington DC, CET Academic Programs is a private study abroad organization that 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. 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 Resident Director (RD) is responsible for managing the CET *Japanese Language and Area Studies* programs, which operate during the fall, spring and summer terms. The RD reports to the Japan Program Manager based in Washington, D.C. and works with a head teacher, part-time assistant, and staff of OGU's International Center. Excellent communication and team work skills are essential.

General responsibilities include coordinating all activities, student meals, housing, Japanese roommate selection, and activities. The RD designs and directs each term's orientation sessions. He/she must meet frequently with CET's students (both informally

and during regular office hours) to evaluate their goals, progress and adjustment. The RD is responsible for the programs' operating budgets and financial reports.

Additionally, the RD must work together with the head Japanese language teacher to ensure the quality of the language lessons, assist in developing creative means of achieving language goals, and provide feedback.

Candidates are advised that this is a time-consuming, challenging position. We therefore discourage those interested in pursuing their own research projects in Osaka from applying. CET is seeking a candidate willing to commit to two years in Japan.

Responsibilities

Teach/counsel students

- Serve as language and culture resource to students
- Supervise and manage the Japanese roommate interface with CET students
- Maintain office hours and meet individually with students to assess their progress and serve their needs
- Teach *Field Placement* course
- Design, plan, and attend activities that correspond to program goal
- Conduct student orientation and serve as on-going resource for student questions
- Maintain student academic files and records
- Troubleshoot student issues

Serve as liaison

- Represent CET in its dealings with 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

Oversee program curriculum

- Work with OGU in making teacher assignments and class plans
- Coordinate all language classes
- Supervise and evaluate teaching, creatively solve day-to-day curricular problems
- Work with head teacher to manage junior staff and faculty
- Coordinate teacher salaries according to OGU and CET's payment plans; manage the program budget
- Maintain, enforce and uphold language pledge during summer 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, practica, and traveling seminars which support classroom goals

- Report final recommendations concerning the program to CET's Director and Advisory Board

Requirements, in order of preference

- MA in a relevant field (exceptional candidates with BA's may be considered)
- Good communication skills in Japanese and English
- Excellent people skills & an ability to cooperate
- Administrative & managerial experience
- Stress-management skills
- Familiarity with US-managed study abroad programs
- Japanese language teaching experience preferred
- Teacher training experience preferred

Qualified candidates should submit

- A formal cover letter that includes the position title (Resident Director, Intensive Japanese 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) **by July 5** to:

Kate Maruyama
Japan Program Manager, CET Academic Programs
CET Academic Programs
1920 N Street NW, Suite 200
Washington, DC 20036
email: kmaruyama@academic-travel.com