

Title: Resident Advisor, CET Harbin Chinese Language Program

Status: Part-time

Job location: Harbin, China

Supervisor: Ingrid Lombardo, China Programs Manager

Dates: August, 2010 through August, 2011

---

### **Description of the Organization**

CET Academic Programs is a private study abroad organization. Based in Washington, DC, CET has been designing and administering educational programs abroad since 1982. CET is well-known for its innovations in the field of study abroad. Our programs emphasize high academic standards, innovative approaches to teaching and careful student management.

CET's oldest programs are Chinese language programs in Beijing (launched in 1982) and Harbin (launched in 1988). In addition to these language programs, CET operates the Hangzhou Immersion (launched in 1999 as the Nanjing Immersion in conjunction with the Hopkins-Nanjing Center), the C.V. Starr School in China in conjunction with Middlebury College (launched in 2004) as well as two new Middlebury-CET programs in Beijing and Kunming, launched in Fall 2009 and Spring 2010, respectively, the Beijing Chinese Studies program (launched in 2005) and Shanghai's Globalization in Shanghai (launched in 2008).

Outside of China, CET also has programs in the Czech Republic (Jewish Studies and Central European Studies), Italy (History of Art in Siena, Italian Studies in Florence, Mediterranean Studies in Catania), Spain (Crossroads of Islam, Judaism and Christianity), Syria (Intensive Arabic Language), and Vietnam (Vietnam Immersion). Staffed by over forty 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, Yale University, Middlebury College, Tufts University, Boston University, Lewis and Clark College, Wellesley College, the University of Pennsylvania and Harvard University.

### **Description of the Position**

Harbin's program is designed for intermediate and advanced Chinese language students and operates during the spring, summer and fall terms. In 2005, the program introduced a new "research track" that allows advanced students to conduct guided research for an undergraduate or graduate thesis with a language faculty member. Enrollment averages 15 to 25 students per term.

The Harbin Resident Advisor (RA) is a part-time position. The RA will participate in the Harbin program as a student while performing his/her duties for CET. Duties include meeting with students frequently to help them adjust to life in Harbin, serving as a language and cultural resource for students, assisting on-site staff with minor tasks, handling all on-site emergencies (with the assistance of the Resident Director) and hosting all non-Chinese speaking US faculty visitors on site. While the RA does not help design or implement activities, he/she will attend all activities and trips and be prepared to handle any emergencies that might arise.

Harbin program staff comprise: the RA; the RD, who manages all non-academic aspects of the program, such as housing, roommates, activities and budget; and the AD, who both supervises the RD and oversees the language program by managing the language faculty, adjusting curriculum and maintaining overall academic quality. The RA works closely with both teammates, particularly the RD, to ensure that all student needs are met promptly and effectively.

Because of the opportunity to conduct guided thesis research in Chinese under the supervision of a Chinese language faculty member, this is an excellent position for a graduate student. The ideal candidate will be able to balance his/her own studies with the part-time RA duties, host visitors with poise, and competently handle all on-site emergencies. Candidates must be native-English speakers with excellent Chinese skills. The successful candidate will attend a 2-day training session in DC before departure.

Candidates must be willing to sign at least a one-year contract with CET. Longer contracts are preferred.

## **Responsibilities**

### **Support Staff**

Support the AD and RD in upholding all CET policies, including the full-time language pledge.  
Participate in the RD-designed orientation sessions each term.  
Assist the RD with minor tasks, such as editing of English documents, etc.  
Assist the RD with activities and trips, when necessary.

### **Teach/Counsel**

Serve as language and culture resource to students.  
Assist students as they adjust to life in China and Harbin.  
Maintain office hours and meet frequently with students to serve their needs.

### **Serve as Liaison**

Represent CET to all US faculty visitors.  
Communicate with CET's head office, particularly in the event of an on-site emergency.  
Manage all on site crises in an appropriate and effective manner.

## **Requirements, in Order of Priority**

MA in Asian Studies or related field. Excellent candidates with BA's will be considered.  
Native English.  
Near fluency in Mandarin Chinese, excellent Chinese reading/writing skills.  
Ability to handle emergencies with authority and calm.  
Superior interpersonal skills.  
Excellent oral communication and writing skills.  
Study abroad experience in China; CET program alumni are particularly encouraged to apply  
Willingness to wear different hats and sacrifice personal time  
Commitment to education and the field of Asian Studies  
Sensitivity to both student needs and cultural differences  
Undergraduate teaching or advising experience (preferred).

## **Salary and Benefits**

CET offers an excellent compensation package which includes:

Tuition waiver for participation in CET's Harbin program and research track, valued at more than \$20,000.  
Meal stipend.  
Health insurance.  
Housing in a single room in the dormitory.  
Living stipend of \$300/month.  
One roundtrip US/China airline ticket per year.

## **To Apply**

Qualified candidates should submit the following:

A Resume

A Formal cover letter that outlines the position to which you are applying (Harbin Resident Advisor), your qualifications and experience, and where you first heard about the position.

List of three references

Applications missing any of these components will not be considered. Applications may be submitted via e-mail (attached as Word documents or PDFs) or via post to:

Ingrid Lombardo  
China Programs Manager

CET Academic Programs  
1920 N Street, NW, suite 200  
Washington, DC 20036  
[ilombardo@academic-travel.com](mailto:ilombardo@academic-travel.com)