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**Council on International Educational Exchange (CIEE) Beijing Study Center
is looking to fill the position of**

Program Coordinator

to be based at the CIEE Peking University office

A nonprofit, non-governmental organization, CIEE is the oldest and largest nonprofit study abroad and intercultural exchange organization in the USA. Since 1947, CIEE has helped thousands of people gain the knowledge and skills necessary to live and work in a globally interdependent and culturally diverse world by offering the most comprehensive, relevant, and valuable exchange programs available. CIEE operates 67 study centers in 45 countries that support more than 286 study abroad programs for 10,000-plus students from 340 U.S. colleges and universities annually.

We strive to lead a robust community of international program providers and sponsors through innovation, quality, safety, exemplary service, and exceptional efficiency. Our success depends on having the very best professionals. CIEE is committed to recruiting and retaining the best people in the industry, particularly those who are passionate about international education, are self-starters with high levels of energy and autonomy, and are dedicated to exceeding expectations in every challenge.

Department: Beijing Study Center
Reports To: Resident Director
Location: Beijing, China
Vacancy published: April 27th, 2017
To be filled by: Immediately

Interested applicants are invited to send a resume and a cover letter in English to Hattie Zhao at hzhao@ciee.org.

Summary of Position:

Program coordinator oversees the CIEE Beijing Study Center Peking University office study program operations, assists Resident Director in fiscal management and education exchange activities.

Knowledge and Skill Requirements:

- **Required**
 - Bachelor's degree
 - At least 3 years of supervision, program operation, training in education industry is required
 - Administrative experience



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- Fluent Chinese and English
- Comfortable working with office software suite and study management databases
- Good communication skills
- Detail-oriented
- Experience living and working in Beijing
- Patience and willingness to help
- Team player

- **Preferred**
 - Master's degree
 - Study experience at Peking University or overseas
 - Working experience with foreign students
 - Experience facilitating intercultural learning
 - Experience in teaching Chinese as a foreign language or Chinese academic writing
 - Out-door activity experience
 - Energetic and interested in international education field

Work Environment:

- This is a full-time and year-around position, with administrative responsibilities during fall, spring and summer terms
- Office hours are from 9:00 am to 5:30 pm, five days per week, but may require emergency response 24 hours/day, any day of the week. Shift rotation may be required for program management
- This position requires travelling, including domestic fieldtrips with students and possible international travel for institutional visits, conferences, and general meetings
- Physical Demands:
 - Lifting: 0-25 lbs
 - Frequency of lifting: infrequent
 - Typical business day: 9:30am-5:30pm
- Additional Physical Demands
 - Ability to speak and listen on a telephone
 - Ability to type, and view a computer screen
 - Ability to bend and sort paperwork in a filing cabinet.
- Visual, Hearing, Dexterity & Mental Demands
 - Adequate to perform the essential functions of the job such as using a telephone, answering emails, filing paperwork, viewing a computer screen, and operating office equipment.

***A background check will be conducted as a condition of employment.**