

Class Code:.....0995  
Position#: (PSA).....08039  
Developed by:.....JG  
Reviewed by:..... LK  
Approved by:.....LK  
Date: .....8/09

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Coordinator, IEP/Chinese Flagship Program  
**DIVISION:** Academic Affairs (A&S/Languages)  
**REPORTS TO:** Executive and/or Associate Director/Principal Investigator  
**GRADE:** 10  
**SUPERVISES:** Research assistants and/or others assigned to assist

**BASIC FUNCTION:**

In collaboration with the Principal Investigator, oversee the day-to-day operation, marketing and managing of the grant-funded Chinese Flagship Professional Pathways Program. Perform independent research work pertaining to the progress of the project.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist in the design, development and implementation of a summer residential Chinese language immersion program.
- Assist in the creation and implementation of a national student exchange network for Flagship schools.
- Assist in internship placement process for Flagship engineering and business students.
- Perform independent research work under the direction of the Principal Investigator.
- Assist faculty with research projects, including collecting and analyzing data as required.
- Maintain quantitative records for program evaluation and grant reporting to NSEP.
- Coordinate the residential Chinese language wing of the IEP House.
- Oversee marketing and outreach programs.
- Assist with the development of a school outreach program for the purpose of creating a carefully articulated RI high school/university Chinese language program (9-16).
- Assist in dissemination of program model.
- Manage grant program budget.

## **Coordinator, IEP/Chinese Flagship Program (PSA – 0995)**

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Advise students of Chinese on an individual or group basis regarding Chinese Flagship, Chinese IEP, study and internship abroad opportunities in China.

Work closely with and coordinate Chinese teaching faculty to ensure growth of the program and recruitment of the best students to the Chinese Flagship program, and also to winter, summer and year-long immersion programs.

Screen, advise, and place students in study abroad programs and internships in China, and advocate on behalf of incoming international exchange students with academic deans and with various administrative offices at the University.

Establish and maintain contacts with faculty and staff at exchange partner Zhejiang University in Hangzhou, China.

Disseminate the program model at national and local conferences (i.e., represent the program and the University as a speaker at national conferences such as NAFSA, NECTFL, etc.).

### **OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as required.

### **LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printer, word processing, database management and spreadsheet software.

### **ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

### **QUALIFICATIONS:**

Required: Master's degree in a related field (e.g., foreign language, linguistics, second language acquisition, education, international relations), or a bachelor's degree with minimum of five years of experience in program development and management; international education program management experience; experience studying and/or working abroad; evidence of strong interpersonal and cross-cultural communication skills; evidence of strong writing skills; understanding of and interest in second language acquisition, such as can be demonstrated through proficiency in one or more foreign languages. Preferred: Teaching experience and/or high school outreach experience; experience working with engineering students; experience working and/or studying in China; study of Mandarin Chinese; proficiency in Adobe Creative Suite and Microsoft Publisher; grant writing and/or reporting experience.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**