

Site Director
Chinese Flagship Overseas Capstone Program in Taiwan

Location: National Yang Ming Chiao Tung University
Yang Ming Campus, Taipei

Position Description

SUMMARY

The Language Flagship currently has thirteen (13) domestic Flagship undergraduate Chinese programs in the United States. The Chinese Flagship Overseas Capstone Program in Taiwan, hosted by National Yang Ming Chiao Tung University, is responsible for building on Flagship best practices through developing and implementing an intensive curriculum that successfully enables students of Mandarin to progress from an advanced proficiency level of proficiency/ILR 2 to a superior level of proficiency/ILR 3 in an academic year (up to 10 months).

The Flagship Site Director (SD) is the administrative and academic lead of the Chinese Flagship Overseas Capstone Program in Taiwan. Program participants are Flagship students (mostly seniors) who have reached advanced level of proficiency in Chinese, and who are working toward becoming global professionals. The SD leads the Center staff and faculty to achieve the program objectives of offering quality intensive language and cultural instruction, in an overseas immersion setting, to bring students to a superior level of proficiency. The SD also oversees the management of the Center budget in carrying out the center's programming.

The SD acts as an academic advisor to Flagship students and provides professional development for teachers and staff. The SD ensures students' learning experience takes place in a safe and healthy fashion. The SD hosts program events such as guest speaker lectures, workshops, holiday celebrations, local cultural excursions, and educational trips. The SD must be fully available to program participants and respond to emergency requests for assistance at all times. The SD provides weekly updates about the Center's logistics and performance to the US Office, located in the Chinese Flagship Center of Hunter College, City University of New York in the US.

ANTICIPATED EMPLOYMENT START DATE: June 1, 2023.

The probationary period is three months from June 1 to August 31, 2023. The appointment can be extended for a full year (June 1, 2023 to May 31, 2024) dependent on satisfactory performance, and thereafter, contingent upon funding.

REPORTS TO: Project Director and Assistant Project Director of the US Office

PRIMARY RESPONSIBILITIES INCLUDE

- Serving as the highest administrator of the Taiwan Center and representative of The Language Flagship, to achieve the overseas Capstone goals set by Flagship Central
- Representing Flagship at social functions to promote Flagship's mission

- Overseeing the expenditures of the program budget and operational costs
- Maintaining a professional relationship with the host institution's administrative offices and academic departments
- Conducting evaluations of Center administrative staff and teaching faculty
- Conducting program and course evaluations and student exit surveys
- Communicating regularly with Center staff regarding participants' health, life issues, and behavior
- Explaining and carrying out the Taiwan Center's policies governing student academic standing and student conduct (outside of class)
- Responding to emergencies to ensure participants' safety, and keeping the US Office updated during an emergency situation
- Serving as the participants' primary advisor for designated academic proficiency goals, and assisting in resolving any academic or programmatic issues a participant may have
- Holding monthly individual meetings with participants to review their performance and providing specific improvement plans with advice and follow-up measures
- Maintaining weekly office hours and resolving students' questions and concerns in a timely fashion
- Reviewing and granting permission for student travel requests
- Administering mid-year assessments and exit proficiency tests for participants
- Hosting events and teacher training sessions
- Facilitating site visits for Flagship domestic program directors and Flagship Central administrators
- Providing general, regular program updates to the US Office
- Carrying out other related assignments as requested by the US Office

QUALIFICATIONS

- M.A. degree or Ph.D. degree
- Three years of experience teaching Chinese as a foreign language; experience serving as language program coordinator in an American institution; administrative experience in a study abroad program in Taiwan for American college students
- Excellent language skills in speaking and writing Mandarin Chinese and English
- Excellent problem-solving skills and communication skills
- Computer skills in Microsoft Word, Microsoft Excel, and Adobe Acrobat software
- ACTFL OPI tester certification in Mandarin is a plus
- The applicants must have valid work status in Taiwan.

SALARY AND COMPENSATION

Salary will be determined by applicant's experience and qualifications as well as the salary standards of National Yang Ming Chiao Tung University. Benefits include health insurance, labor insurance and retirement fund, and a bonus, equivalent to 1.5 months of salary, given at the end of December dependent on satisfactory performance.

APPLICATION

To apply, please email application materials including: teaching demo (50 minutes) targeting advanced-level Chinese language learners; personal statement in English (with an emphasis on administrative experience); English-language resume detailing work experience and

publications; and three letters of recommendation to: ML3917@hunter.cuny.edu

DEADLINE: November 15, 2022