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<b>Job Title</b>	U.S. Office Project Coordinator for the Hunter College China
<b>PVN ID</b>	HC-2203-004673
<b>Category</b>	Administrative Services
<b>Location</b>	HUNTER COLLEGE

**Department**

<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	May 05, 2022 (Or Until Filled)

## General Description

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The Chinese Flagship Overseas Program at Hunter College, City University of New York (CUNY), located in Manhattan in New York City, manages the Chinese Flagship Overseas Capstone Program in Taiwan for The Language Flagship's thirteen Domestic Flagship Undergraduate Chinese Programs. The U.S. office prepares qualified students from these Chinese Flagship programs to do a 10-month study abroad program (also known as the Capstone year) in Taiwan. The U.S. office also supports students' travel to Taiwan to live and study at the program's host institution, National Yang Ming Chiao Tung University, and to intern in the greater Taipei area.

### Job Description

The Project Coordinator handles all administrative matters in the U.S. office for the Capstone year under the supervision of the Project Director and Assistant Project Director. The work scope includes organizing pre-departure orientations, creating progress reports, updating project materials and the program website, communications with domestic programs, parents and students, handling the project budget and expense reimbursement, scheduling student assessments, and handling emergency situations. In addition, the Project Coordinator liaises with Hunter College's offices to facilitate the Capstone program.

Furthermore, the Project Coordinator communicates with the study abroad offices at the thirteen domestic Flagship program institutions to facilitate students wiring money to pay invoices. The Project Coordinator will also be the point of contact with the program's funders for urgent situations regarding the program. The Project Coordinator should be capable of making decisions quickly in case of emergencies and difficulties with the time differences between New York, Washington DC, and Taiwan. Together with the duties listed above, the Project Coordinator will also keep a record of students enrolled in the program and be responsible for program data analysis.

It is preferred for the Project Coordinator to have advanced proficiency in Mandarin Chinese. It is also preferred that the Project Coordinator have 3-5 years of experience working in an academic study abroad program, or working at a domestic or overseas Chinese Flagship Program.

The appointment begins on June 1, 2022. The appointment is renewable based on performance and funding availability.

To apply, please send a resume, cover letter, two letters of support, and one video (optional) showcasing your Mandarin speaking ability to the RF Careers page by April 30, 2022. If you have any questions, please e-mail [taipeicapstone@hunter.cuny.edu](mailto:taipeicapstone@hunter.cuny.edu).

To learn more about The Language Flagship, please check the link below:

<https://www.thelanguageflagship.org/>

To learn more about The Chinese Flagship Overseas Capstone Program in Taiwan, please check the link below: <http://chineseflagship.hunter.cuny.edu/TaipeiCapstone>

## Other Duties

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### Responsibilities

- Understanding CUNY rules and regulations regarding exchange programs and agreements, and applying these rules and regulations accordingly.
- Preparing relevant documents for Capstone students going abroad; creating acceptance packages; assisting with visa applications; processing institutional agreements.
- Performing logistical support for the U.S. office; communicating with funders, various administrative offices, and the study abroad office at Hunter College.
- Communicating with the Flagship domestic programs and the Taiwan Office.
- Dealing with student emergencies (including serious accidents, illness, psychiatric emergencies that can jeopardize completion of the program, physical and mental health issues, serious crimes including sexual harassment or assault, a student being arrested or detained for allegedly committing a crime, reporting a missing student, death of a student, political emergencies and natural disasters) that occur in Taiwan.
- Being available to participate in discussions with the Taiwan Office and with funders despite the time difference.
- Managing all budgetary issues for project expenses and reimbursement; creating a “cost of attendance” document for students; issuing invoices.
- Creating and maintaining a student profile database; updating the student record system; maintaining project performance data and proficiency results; conducting data analysis; writing progress reports and bi-weekly reports for funders and other Chinese Flagship domestic programs to read.
- Providing content for the program’s website; ensuring accurate student records and information are entered into the database and are updated in a timely manner; creating program recruitment materials, fact sheets, and flyers; updating the content of the four student guide books including The Program Handbook, The Student Life Guide, The Risk Management Plan, and The Internship Guide.
- Organizing online info sessions for domestic program students; organizing pre-departure virtual orientations; and answering questions from Capstone students.
- Overseeing site-visits arrangements at the host institution for project stakeholders.
- Handling other tasks assigned by the Project Director and Assistant Project Director.

## Qualifications

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**Qualifications:**

- B.A. or a higher degree
- Excellent English oral and writing skills
- Advanced proficiency in Mandarin Chinese is preferred
- Outstanding organizational skills and data analysis skills
- Ability to work independently, multitask, and be proactive in problem solving
- Strong cross-cultural communication skills
- The ability to remain calm when dealing with emergencies
- Knowledge of Adobe InDesign is preferred

3-5 years of experience working for an academic study abroad program or a Chinese Flagship domestic or overseas program.