UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Confucius Institute

DIVISION: Academic Affairs (A & S: Languages)

REPORTS TO: Director, Confucius Institute

GRADE: 10

SUPERVISES: Confucius Institute Chinese language and cultural instructors

BASIC FUNCTION:

In collaboration with the Director, coordinate Chinese language curriculum development and Confucius Institute cultural events. Assist with the day-to-day operation of the Confucius Institute.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate and develop Chinese language after-school programs in K-12 as part of the Confucius Institute’s mission.

Coordinate and develop Chinese language and culture classes in the public school systems.

Develop community and adult Chinese classes, and also for children, on both the Kingston and Providence campuses.

Plan and coordinate Chinese cultural events and activities.

Coordinate different school programs, and communicate with the host schools and institutions.

Serve as liaison to the University community and State of Rhode Island community with regard to Chinese language and culture.

Assist with teaching Confucius Institute-developed community classes.

Assist the Director as needed in the development and operation of the Confucius Institute.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.
LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; word processing, spreadsheet and database applications.

ENVIRONMENTAL CONDITIONS:

The incumbent will not be exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master’s degree in Chinese language pedagogy, Second Language Acquisition, Asian Studies, or related field; bilingual in Chinese and English; certification in teaching Chinese; two years of experience in teaching Chinese in a public school system; experience working with children in a K-12 setting; demonstrated strong organizational, interpersonal, and written and oral communication skills in both Chinese and English; computer skills; demonstrated commitment to the goals of global education and foreign language acquisition.

PREFERRED: Two years of experience in teaching Chinese in a public school system in Rhode Island; training in international leadership; international travel experience, especially to China.

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