

**Job Code:.....100995**  
**Position#: (PSA).(E) .08039**  
**Developed by:.....JG**  
**Reviewed by:..... LK**  
**Approved by:.....LK**  
**Date: .....08/09; 03/16**

**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Coordinator, Chinese Language Flagship Program

**DIVISION:** Academic Affairs (Arts & Sciences/Languages)

**REPORTS TO:** Director/Principal Investigator

**GRADE:** 10

**SUPERVISES:** Student assistants, tutors and/or others assigned to assist

**BASIC FUNCTION:**

In collaboration with the Program Director/Principal Investigator, oversee the day-to-day operation, marketing, recruiting and managing of the grant-funded Chinese Language Flagship Program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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 Chinese LLC and residential Chinese language wing of the IEP House.

Co-organize and facilitate the summer Chinese Flagship Immersion Program, an 8-week residential immersion program.

Oversee website design and content. Manage listservs, as well as other communications with students.

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.

**Coordinator, IEP/Chinese Flagship Program (PSA – 100995)**

Page 2 of 2

Manage grant program budget.

Work closely with the Honor Program, IEP and IBP Programs to recruit Flagship students.

Advise students and parents on program options; counsel those with issues and concerns impacting their progress in the program; counsel students going abroad, manage student data.

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 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.

**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:** Bachelor's degree in Chinese studies; Minimum of two years of working experience in a higher education environment; Demonstrated experience of studying abroad in China; Demonstrated working knowledge of the Flagship Program; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated evidence of strong cross-cultural communication skills; Demonstrated proficiency in Mandarin Chinese; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated direct working experience in a Chinese Language Flagship Program, Demonstrated high school outreach experience; Demonstrated program recruitment experience; Demonstrated proficiency in Adobe Creative Suite and Microsoft Publisher; Demonstrated grant writing and/or reporting experience; and, Demonstrated budget proposal and budget management experience.

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

