POSITION OPENING AT THE NANJING CHINESE FLAGSHIP CENTER

Title: NANJING CHINESE FLAGSHIP CENTER COORDINATOR (contracted at $31,632)

CORE DUTIES
Serve as the liaison for domestic Flagship programs including but not limited to Brigham Young University, University of Oregon, University of Mississippi, Arizona State University, San Francisco State, University of Rhode Island, Indiana University, Western Kentucky University, pilot Flagship/ROTC initiatives at Arizona State University, North Georgia College and State University, and The Georgia Institute of Technology and all future Chinese Flagship programs.

1. In this position, the Coordinator deals with student issues and concerns. This is not a student advocacy role, rather an advising role. The Coordinator must be supportive of management and enforcing Center policies while resolving student concerns and must maintain neutrality when dealing with students.
2. Coordinate and assist with special events or hosting, attend and proactively assist with all aspects of student excursions.
3. Articulation with Flagship programs (i.e. newsletter, biweekly reports, publications and program documentation.
4. Provide assistance to Nanjing Flagship Center Director on tutor recruitment paperwork, monitor and manage tutoring hours.
5. Proactively look for ways to assist Nanjing Flagship Center Director in relation to all Center functions.
6. Must always keep Center Director abreast of emails to and from Flagship institutions. Copy Nanjing Flagship Center Director on emails to Flagship directors, coordinators, and students.
7. Maintain general communication by providing bimonthly (every two weeks) written email reports to the BYU Chinese Flagship Program on the 1st and 15th of each month.
8. Skype meetings when necessary and email communication with the BYU Chinese Flagship Center administration.
9. Occasional work during evenings and weekends as determined by the Nanjing Center Director or as a requirement of the Center’s business functions.

SUPPLEMENTAL DUTIES
1. Assist with student orientation, Center activities, and related duties as assigned
2. Represent Nanjing Center Director at University and local functions and meetings as assigned

QUALIFICATIONS
1. Master’s preferred, BA degree required in areas related to management, language teaching, or education leadership
2. Minimum of 2 years of relevant work experience
3. Native or near native Mandarin Chinese proficiency (ACTFL Superior)
4. Skilled with professional level culture
5. Extended residency in China
6. Excellent communication skills in Mandarin and English
7. Ability to maintain diplomacy when dealing with sensitive information
EXPECTATIONS
1. Maintain successful relationships with Nanjing Chinese Flagship Center and domestic Flagship programs
2. Streamline communication between the Nanjing Chinese Flagship Center, BYU Chinese Flagship Center, and domestic Flagship programs
3. Ensure clear interpretation of all Chinese Flagship program, policies, needs and concerns

TRAVELING ON FLAGSHIP BUSINESS
The Nanjing Center Coordinator may occasionally travel on Chinese Flagship business as approved by the Nanjing Center Director. All travel on official Chinese Flagship business must be communicated and pre-approved by the Nanjing Center Director. Should the traveling be more than one day, coordinator should acquire all receipts for travel including airfare/train, lodging, and other approved travel-related expenses. Receipts for travel should be submitted with an invoice to the Nanjing Chinese Flagship Center.

WORK SCHEDULE
1. As determined by Director based on Center needs
2. Regular work during evenings and weekends as determined by the Nanjing Center Director or as a requirement of the Center's business functions

WORK EXPECTATIONS AND TEAM PHILOSOPHY
1. Proactively seeks additional projects and tasks when assigned duties are complete.
2. Must maintain professional work relations with all Center staff and students.
3. Refrain from deeply personal or close relationships with other staff members and students to ensure professional work environment.
4. Professional demeanor with all staff and external stakeholders.
5. Attire is professional and appropriate to the work setting. Will adhere to Center’s dress code.
6. Familiarize self with overall Center mission and goals and actively work towards meeting goals and objectives.
7. Communicate clearly to supervisor regarding tasks, absences, schedule changes, etc.
8. Provide summary of work/reports as requested.
9. Diligently utilizes all Flagship and Center resources for business purposes.

Submit resume and cover letter plus two letters of recommendation to: qzhang8028@gmail.com