

Job Announcement: Resident Coordinator, Middlebury in Taiwan

Middlebury in Taiwan is a U.S. study abroad program, administered by Middlebury College in the U.S. and based at the National Sun Yat-sen University in Kaohsiung since 2023. The Resident Coordinator oversees many non-academic facets of Middlebury in Taiwan, in addition to assisting the Director in all areas of general management of the program.

The one-year contract runs from **August 1, 2024 to July 31, 2025**, with the potential for annual renewal. This is a full-time position, with a local Taiwanese contract.

Responsibilities

- Coordinates student housing, including identification and selection of Taiwanese roommates, potential host families; monitoring, and resolving conflicts;
- Coordinates and attends cultural activities and excursions, occasionally on weekends;
- Identifies and monitors volunteer opportunities for students;
- Hires, trains, and manages a team of local students to act as mentors and language partners;
- Assists Director in planning and implementation of orientation sessions;
- Manages office budget, tracks all expenditures, submits monthly expense reports in coordination with the Director;
- Handles student visa renewals and residency applications;
- Manages student, mentor, and roommate records and files;
- Updates webpages and handbooks in coordination with Director and Middlebury College;
- Creates, distributes, and synthesizes program evaluations;
- Enforces Chinese Language Pledge when appropriate;
- Monitors student health, safety, and cultural adjustment and intervenes when needed;
- Assists the Director in dealing with emergencies as they may arise;
- Maintains office hours and counsels students as needed;
- Manages the office and its maintenance;
- Serves as mentor and role model to students;
- Liaise with the host institution and program teachers;
- Collect and tag photographs and videos from students and creating newsletters;
- Manages the School in Taiwan's social media accounts, create content and manage student ambassadors and their contributions;
- Performs other duties as assigned.

Requirements

- Bachelor's degree, earned within the last ten years;
- Fluent in English and Chinese;
- Interest in working with students from diverse backgrounds;
- Computer and email skills (Microsoft Word and Excel; Google Drive);
- Strong organizational, interpersonal, and communication skills;
- Ability to work as part of a team;
- Willingness to work flexible hours outside of a normal work week;
- Willingness to be on call 24/7 for emergencies;
- Willingness to go on overnight stay excursions and hikes with program students;
- Taiwan nationality or have already established work authorization until July, 31, 2025 (at least).

Preferred Background

- Familiarity with both U.S. and Taiwanese educational systems;
- Experience in student services, language education, or similar;
- Experience overseeing and guiding groups;
- In-country living and travel experience;
- Language Pledge experience;
- Enthusiasm for study abroad and interest in internationalization;
- Ability to wear different hats and work long hours, when needed;
- Knowledge of or training in Diversity, Equity and Inclusion related topics.

Benefits

- Competitive salary from 50,000 ~ 65,000 NTD/month based on the experience;
- Generous vacations;
- Employer's contribution toward social benefits as required by Taiwanese law.

Application Materials

- CV (both in English and Chinese)
- Cover Letter (both in English and Chinese)

Deadline for applications: April 30, 2024

Please send your application materials (per above) to I-Chiao Hung at ihung@middlebury.edu

The prospective candidate for the interview shall be notified by early May, 2024.