



Position Title:	Director, Confucius Institute	
Reports To:	Executive Director, International Education	
Department:	District, Academic Affairs	Job Code: 0122
Prepared By/Date:	Pamela Menke/02-04-2010	Job Group: PEC
Approved By/Date:	Maureen O Hara/11-06-2010	Salary Grade: 18
Revised:	Jennifer C. Brito/02-04-2010	FLSA Status: Exempt

Summary:

Provides overall leadership for the development and activities of MDC's Confucius Institute (CI). The purpose of the CI is to educate the populace of Miami-Dade County and the surrounding areas on the language, history, and cultures of China, and through education, to promote increased understanding between our two nations. The Director provides leadership, coordination, and supervision for CI personnel, for academic (K-12 and College) teacher training and language programming, and for cultural programming to enhance this purpose. The director works in close collaboration with Xuzhou Normal University, MDC's Chinese higher education partner.

Essential Duties and Responsibilities:

- Develops K-12 teacher training program and student language instruction and monitoring the course design and delivery to maximize student success
- Promotes of community engagement and successful and innovative educational and cultural programming
- Hires and administers MDC academic assignments for CI faculty as well as facilitating and orienting the CI faculty to the US, Miami, MDC
- Markets the CI to various communities, enacting cultural programming, and achieving active engagement in CI activities by these communities
- Facilitates of the CI Board of Directors and collaboration with MDC campuses and offices
- Leads the Institute, including planning and implementing Institute activities, administrative and budgetary management, which includes operating the CI in compliance with the requirements of the CI Headquarters in Beijing (such as annual reports, budget, and activities)
- Conducts fund raising which includes external grants
- Serves on MDC and external committees/task forces
- Performs related duties as assigned

Knowledge, Skills and Abilities:

- Knowledge /experience in cultural programming and constituency development
- Knowledge/experience as faculty or staff member in a US higher education institution
- Knowledge/experience in direct fund raising and grant writing
- In-depth comprehension of Chinese culture, history and current issues
- Senior management, business organization, and leaderships skills
- Fluency in Mandarin language and in English
- Experience in developing Chinese Language programs both in college and k-12 environments
- Innovation and creativity
- Strong personal skills, public speaking skills, and the ability to communicate effectively with a wide range of individuals and constituencies in diverse local, regional. And international communities
- Ability to work in a multi-cultural/multi-ethnic environment with faculty, staff ad students.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions. The employee occasionally works near moving mechanical parts; in high precarious places; and in outside weather conditions such as extreme cold and extreme heat

The noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach with hands and arms; and talk or hear. The employee is regularly required to stand and walk; and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master’s degree or graduate coursework in a related field, near-native written and oral fluency in English and Mandarin Chinese, and five (5) years of relevant experience
- Experience include the majority of the following: Initiating, developing, executing, and evaluating programs in educational and / or non-profit settings; administration and supervision; interaction with senior official and /or community leaders; budget development and management; and demonstrated proficiency in event planning and/or cultural programming.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name