

# Asia Program Manager

**Duration:** Two years with the possibility of continuation

**Start Date:** TBD

**Job Profile:** International Program Specialist

**Grade Profile:** Supervisor; Senior Associate (P5)

## Position Focus:

The Yale Young Global Scholars Program (YYGS, <http://globalscholars.yale.edu>) is the premier summer academic enrichment and leadership training program of its kind for talented high school students from around the world. Enrolling over 2,500 high school students through a highly competitive application process, YYGS participants represent more than 100 countries and all 50 U.S. States. For 2018-2019, the program will offer 13 sessions: nine on the Yale campus as well as four others in China, Ghana, Kenya, and Zimbabwe. Senior Yale faculty members lecture in the program while dedicated undergraduate, graduate, and professional school student instructors lead small-group discussions and supervise project work.

Reporting to the YYGS Associate Director of Academic Affairs, the Asia Program Manager serves as member of the overall YYGS leadership team and the principal manager of “YYGS-Beijing: Asia in the 21st Century,” a summer program for about 100 high school students that is administered and hosted by Yale Center Beijing (<http://centerbeijing.yale.edu/>). Significant Asia Program Manager responsibilities include: develop, oversee, and execute the YYGS-Beijing program; design program curriculum and coordinate logistics; lead global marketing strategy and create communications materials; recruit and manage instructors; conduct student admissions and administer the registration process; formulate budgets, solicit donations, and write scholarship proposals for prospective donors, foundations, and other public entities; work on the development of programs and activities that advance Yale’s broader interest in Asia; and serve a critical leadership and coordination role for the on-campus YYGS summer sessions in New Haven.

## Principal Responsibilities

1. Contributes with development of complex projects for advancing Yale’s interests in a specific foreign country.
2. Works with various groups and individuals, University wide, on programs and activities that are related to a specific foreign country.
3. Conducts research and remains informed on current events in the foreign country, relating to higher education, government, and the healthcare sector and high profile individuals.
4. Develops electronic communication materials for the foreign country’s opinion leaders.
5. Assists with Yale-foreign country leadership programs, including preparation of course

materials and interaction with the participants on campus and during excursions. 6. Ensures that appropriate protocols are observed during visits. Organizes agendas, prepares materials, and coordinates activities for visiting delegations to Yale. 7. Manages confidential correspondence and responses to phone, fax, and electronic communications. 8. Translates correspondence and other materials from English to the foreign language and vice versa. 9. Provides oral interpretation. 10. May perform other duties as assigned.

- Required Education and Experience** Bachelor's degree and two years of related experience or the equivalent combination of education and related experience. Personal or professional experience working with people of diverse cultural backgrounds and a demonstrated commitment to intercultural sensitivity. Must be fluent in a specific foreign language.
- Required Skill/Ability 1:** Experience in Asia, including traveling to, living in, or working in Asia, and/or proficiency in languages in common use in East Asian countries (e.g., Mandarin).
- Required Skill/Ability 2:** Strong interpersonal skills, with a demonstrated ability to interact with a range of individuals including high school and college-age students, parents, faculty members, and staff on a wide variety of academic and professionally-related issues.
- Required Skill/Ability 3:** Demonstrated flexibility and agility in order to adapt to changing work demands and balance many projects in a high-pressure environment. Excellent organizational skills, accuracy, and attention to detail.
- Required Skill/Ability 4:** Proven experience with and/or demonstrated comfort level teaching and working with high school-age audiences, both in the United States and Asia.
- Required Skill/Ability 5:** Excellent oral and written communication skills.
- Preferred Education, Experience and Skills:** Advanced degree in a field relevant to the academic content of YYGS, to include Asian Studies or other area studies, law, business, or the social sciences; experience with enrichment programs, such as the Yale Young Global Scholars Program; and willingness to learn new software packages and online systems such as Slate and CampDoc.