



iEARN-USA is currently seeking a qualified Resident Director to work in India on a summer language program for U.S. high school students. The program is the National Security Language Initiative for Youth (NSLI-Y), is focused on Hindi language acquisition and takes place in Pune, India.

### **ANTICIPATED EMPLOYMENT DATES**

Mid-May 2022 – Mid-June 2022: (part-time, remote)

June 20 – June 22, 2022 (three-day pre-departure orientation in New York, NY)

June 23, 2022 – August 4, 2022 (full-time in Pune, India)

*Please note that these dates are approximate and subject to change. The program may be cancelled or moved to a virtual format.*

### **JOB DESCRIPTION**

The Resident Director (RD) represents iEARN center in India, iNEST and iEARN-USA in their activities during the tenure of the appointment. The RD serves as a cultural and academic liaison for around 14 students (aged 15-19) during their overseas program. The RD is the primary support person for all students and is responsible for the on-going monitoring of the safety and well-being of students. The RD must be available to students on a daily basis, observe students' classes, and be available via phone to students in case of emergency. The RD also plays a key role in supporting participant learning and encouraging the use of the target language as much as possible.

Prior to departure, the RD will be required to attend an online or in-person training session and a pre-departure orientation organized by iEARN-USA. In May, RDs will begin part-time, remote work in coordination with iEARN-USA on pre-program language support, orientation planning, conference calls and webinars with students, and logistical support. RDs may be required to travel with their respective student groups at the beginning of their programs and return to the U.S. with the group dependent upon regional Covid guidelines. Please note that COVID-19 policies in India are subject to change and there may be a required quarantine at the host location. This is a seasonal position.

RDs report to the iNEST Program Director and iEARN-USA.

### **RESPONSIBILITIES**

- Be responsible for and available to a group of American high school students at all times during the program, including traveling with students during program activities and being available 24/7 for emergencies;
- Lead individual and group debriefing sessions with students to enhance language learning experience and cultural understanding;
- Advise program participants in consultation with local staff as needed on diverse issues related to their study abroad experience (including, but not limited to: language learning, host family adjustment, culture, program logistics, homesickness, interpersonal and group dynamics);
- Enforce iEARN policies, including policies related to COVID-19;
- Work closely with iNEST and iEARN-USA to execute and deliver an online language preparation curriculum for students to teach them basic phrases and the Hindi alphabet;
- Participate in pre-program webinar and conference call;
- Co-facilitate and plan student pre-departure sessions in New York;
- Review student information and other program materials;
- Submit weekly reports to iNEST Program Director and iEARN-USA program staff, as well as final report and individual student evaluations;
- Assist iNEST with conducting visits to each student's host family;
- Meet daily with iNEST to share and discuss any information that would be helpful for the students, both in terms of their safety/well-being and their language development;
- Coordinate with students and iNEST staff to prepare and compile a yearbook/newsletter to be published at the end of the program as per the guidelines set by the iNEST;

- Respond to participant emergencies, including assisting participants with securing medical care and navigating local clinics and hospitals;
- Manage a modest budget for program funding and its financial documentation;
- Collect videos and photographs from students and staff; and,
- Perform any related duties or special projects as directed by supervisor.

#### **CAPABILITIES AND PERSONALITY TRAITS**

- Exceptional drive and passion for international education; mission-driven with a positive attitude;
- Excellent written and verbal communication skills in English, conversant to fluent Hindi language ability;
- High emotional intelligence and interpersonal skills; ability to listen and to engage a wide range of partners;
- Flexibility and willingness to work outside primary job description and traditional work hours; and,
- An appreciation of and eagerness to work with a diverse, innovative, and trailblazing youth community.

#### **EXPERIENCE**

- Bachelor's degree in Hindi, area studies, Education, Social Work, or related field;
- Study, work, or extensive experience in India and with Indian culture;
- Proven ability to work with and lead high school students;
- Demonstrated skills in academic and personal counseling or Residential Life;
- Must be able to pass a criminal background check;
- Candidate must have experience living in the U.S. and India; and,
- Prior experience as a participant on a U.S. Government-sponsored exchange program is preferable, but not required.

Resident Directors must be fully vaccinated from COVID-19 in order to perform their duties.

Compensation is \$15/hr for the part-time, remote work and \$700/wk for the full-time, in-person work.

Please email resume and cover letter in one pdf to [nsliy@us.learn.org](mailto:nsliy@us.learn.org). Include "India Resident Director" in the subject line.