



## The Beijing Center

北京中国学中心

<b>TITLE</b>	Student Services Associate
<b>APPLICABLE PERIOD</b>	Until position is filled
<b>GENERAL DESCRIPTION</b>	<p>TBC is committed to providing care and support to students throughout their entire study experience with us, serving as their ‘family’ away from home. As educators in Jesuit higher education, we facilitate programs, services, and experiences that help to form and inspire our students to be global citizens and leaders in our increasingly globalized world. We are proud of the work that we do and the relationships that we form with our students, and we have no doubt that this is what sets us apart from other international higher education programs. This role is in the Student Life department of an international education program, and is a key position for student engagement and education.</p>
<b>DESIRED QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Bachelor’s degree or higher; preferably in Education or related field</li><li>• Fluent in English, both written and oral. Chinese language (Mandarin) skills encouraged but not required.</li><li>• Demonstrated sensitivity to student needs and cultural differences</li><li>• Strong leadership, communication, and interpersonal skills</li><li>• Demonstrated knowledge and commitment to issues of equity, diversity, and inclusion</li><li>• Demonstrated experience in being responsible, organized, and careful in managing information</li><li>• Maturity in relating to students, capable of making prudent judgment calls</li><li>• Team player attitude and willingness to participate in the collaborative process</li><li>• Engagement and interest in the TBC mission as a Jesuit educational institution in China</li></ul>
<b>POSITION RESPONSIBILITIES</b>	<p>As a Student Services Associate, you will be responsible for the following areas and tasks:</p> <p>Student Community Development &amp; Culture Immersion</p> <ul style="list-style-type: none"><li>○ Plan and assist in the coordination of co-curricular activities, internship, volunteer and/or service-learning activities</li><li>○ Facilitate and manage programs that engage TBC and Chinese students culturally</li></ul>



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- Attend annual academic excursions at directed
- Engage and support students in discovering the values, skills, and competencies needed to lead and service in a diverse and changing world
- Gather feedback from students regarding areas of concern
- Develop a rapport with students, serving as a role model, resource, and referral agent
- Residential Management and Support
  - Oversee housing process and coordinate with UIBE housing management-level staff in aspects to reservation, assignment, inspection, maintenance and so on
  - Maintain community housing and lounge clean, safe, and organized
  - Understand and manage UIBE housing regulations and ensure student residential safety
- Emergency Response and Medical Support
  - Report all incidents of serious injury, mental health concerns, sexual assault, illegal activity, bias, missing persons, and/or death of a student
  - Serve on 24-hour emergency duty rotation, assisting students as required, including possible hospitalization assistance
  - Ensure that students are properly covered for health incidents and receive assistance from their healthcare plan
  - Assist with all emergencies as directed, including evacuations
  - Understand and manage the student insurance process
- Administration & Logistics
  - Plan and coordinate logistics of orientation, weekend programming, community meeting, retreat, and other activities and work related to Student Life, including but not limited to reservations, procurement, and fiscal components
  - Oversee and coordinate visa process; maintain accurate and up-to-date visa data for UIBE
  - Manage the day-to-day duties of the department
  - Assist in identifying, defining, and resolving issues
  - Contribute to all departmental projects at the direction of the Vice President of Student Affairs

**FULL/PART TIME**

Full time

**WORK LOCATION**

TBC Office on 4<sup>th</sup> Floor Ning Yuan Building UIBE campus



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**REMUNERATION**

Compensation is commensurate with experience

**ELIGIBILITY**

The Beijing Center is a non-discriminatory employer. All persons, regardless of age, race, sex, identity, nationality, disability, and religion are invited to apply.

**HOW TO APPLY**

Submit your resume/CV to [tbcrecruitment@thebeijingcenter.org](mailto:tbcrecruitment@thebeijingcenter.org)

**NOTES**

Questions about the position, visa support, The Beijing Center, or any other matter can be directed to [tbcrecruitment@thebeijingcenter.org](mailto:tbcrecruitment@thebeijingcenter.org). More information on The Beijing Center for Chinese Studies can be found at [thebeijingcenter.org](http://thebeijingcenter.org).