



The Beijing Center

北京中国学中心

TBC ChinaContact Program Coordinator

About TBC

The Beijing Center (TBC) is a not-for-profit center of higher education and research in mainland China committed to fostering mutual understanding between China and other cultures through cultural exchange, education, and research. What makes us unique is our placement in a long and storied tradition of Jesuit education, one that teaches us that true cultural engagement starts first with friendship.

TBC was established in 1998. TBC hosts students and scholars to study the Chinese language, culture, and all things China in China. Since 2002, TBC's local partner has been the University of International Business and Economics (UIBE). TBC's relationship with AJCU members in the US empowered our center a strong networking with US higher education.

Since 2006, there have been over 1700 students who have studied at TBC for the semester program and approximately 200-300 per year coming to TBC with short-term faculty-led programs from North America, Latin America, Australasia, and Europe.

TBC maintains a research library with over 25,000 volumes in English, including rare books and maps, and hosts conferences, guest lectures, and seminars. Considered to be the largest English language library about China in China, TBC has hosted numerous scholars from China and worldwide to assist with their research.

2018 marked the 20th anniversary of The Beijing Center in China and we look forward to the next 20 years of TBC developing and continuing our mission of inter-cultural educational exchange and friendship in China.

Position Summary

The Beijing Center for Chinese Studies (TBC) prides itself on delivering efficient and effective service to our international customers. The key to our success is largely dependent on the stellar ability of our program management team. TBC is now seeking a professional to contribute to its growth. The ChinaContact Program Coordinator is a part-time/full-time position upon availability. This position is responsible to implementing and executing scheduled programs by managing all aspects of ChinaContact program operations. This position is highly valued and requires great effort and devotion to ensure its success.

Objectives of this Role

The ChinaContact Program Coordinator will report to the Associate Director of ChinaContact and will have primary responsibility for the following:

- Prepare program schedule, budget & quotation
- Work out all details of logistics arrangements for all the scheduled activities and visits
- Execute program design, including airport pick-up/drop, hotel arrangement, neighborhood tour,



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- welcome packet preparation, orientation & TBC tour
- Support daily activity during program period
- Make financial request and prepare actual operational cost of each program
- Prepare Monthly Expense Report
- Reconcile cash advance against operational expenses every month in accordance to the Treasurer's policy

Skills and Qualifications

- Bachelor's degree or above
- English/tourism majors are preferred;
- Fluent in both Chinese and English;
- Good organizational and interpersonal skills;
- Emergency handling skills;
- Microsoft office 365, including outlook, word, PowerPoint, excel, PDF;
- Graphics processing ability (i.e. Photoshop, CorelDRAW...);
- Detail-oriented, with experience of leading tourist groups are preferred.
- Be able to work at least 30 hours a week and to go business travel with groups. Work schedule is flexible;

Remuneration and benefits

The role will initially be offered as a 24-month contract position, with remuneration and benefits commensurate to experience. The incumbent will be expected to work at least 30 hours per week, based at The Beijing Center office at the University of International Business and Economics in Beijing. The Beijing Center is an equal opportunity workplace with flexible working practices. The position will involve occasional attendance at out-of-hours events and some travel within China and abroad.

To Apply

- Submit your cover letter and resume (in English and Chinese) to tbcruitment@thebeijingcenter.org with "TBC ChinaContact Program Coordinator" in the subject line.
- Screening and Interview candidates will be conducted on a rolling basis until this position is filled.

For more information about TBC, please visit us at <https://thebeijingcenter.org>