



# The Beijing Center

北京中国学中心

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## TBC CareerVentures Program Manager

### 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

TBC offers a semester study abroad program every Fall and Spring, including an internship option. Commencing in Summer 2017, TBC also offers a summer internships program. TBC's internship program is expanding and fast becoming a 'pillar' experience for its students and is designed to supplement and enhance their classroom learning through exposure to a real-life work environment. We're currently searching for an experienced program manager to join our ranks and continue our tradition of success. The ideal candidate will have a sharp business mind and a proven ability to strategize and implement high-level program initiatives. A key aspect of the role will be developing and implementing a strategy for the sustainable increase in the quantity and range of internship partner businesses and organizations.

### Objectives of this Role

The CareerVentures Program Manager will report to the Executive Director and will have primary responsibility for the following:

- Strategize, implement, and maintain program initiatives that adhere to organizational objectives



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- Develop program assessment protocols for evaluation and improvement
- Maintain organizational standards of satisfaction, quality, and performance
- Oversee multiple project teams, ensuring program goals are reached
- Manage budget and funding channels for maximum productivity

### Daily and Monthly Responsibilities

- Work closely with project sponsor, cross-functional teams, and assigned project managers to plan and develop scope, deliverables, required resources, work plan, budget, and timing for new initiatives
- Manage program and project teams for optimal return-on-investment, and coordinate and delegate cross-project initiatives
- Identify key requirements needed from cross-functional teams and external vendors
- Develop and manage budget for projects and be accountable for delivering against established business goals/objectives
- Work with other program managers to identify risks and opportunities across multiple projects within the department
- Analyze, evaluate, and overcome program risks, and produce program reports for management and stakeholders
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### Skills and Qualifications

- Bachelor's degree
- 5+ years in an advanced management role (preference given to those with program management experience)
- Exceptional leadership, time management, facilitation, and organizational skills
- Working knowledge of digital marketing
- Outstanding working knowledge of change management principles and performance evaluation processes

### Preferred Qualifications

- Master's degree in business administration or related field
- Previous stakeholder management skills
- Strong working knowledge of Salesforce CRM software
- Proven proposal writing experience

### Remuneration and benefits

The role will initially be offered as a 24-month full-time contract position, with remuneration and benefits commensurate to experience. The incumbent will be expected to work full-time, 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](mailto:tbcruitment@thebeijingcenter.org) with "TBC CareerVentures Program Manager" 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>*