



**Director, Confucius Institute**  
**University of The Bahamas, Commonwealth of The Bahamas**

<b>Date Posted</b>	October 2017
<b>Type</b>	Three-year contract with an option to renew
<b>Salary</b>	Negotiable
<b>Employment Type</b>	Full-time

**Director, Confucius Institute**

University of The Bahamas is pleased to invite applications for the position of Director, Confucius Institute. This full-time appointment will begin 2 August 2018.

University of The Bahamas is seeking a Director who can fulfill the mandates articulated in the Memorandum of Understanding (MOU) and The Cooperation Agreement between UB, Confucius Institute Headquarters and Nanjing University of Information Science and Technology (NUIST) and who will provide leadership in the further advancement of the Confucius Institute (CI). In conjunction with the Chinese Co-Director, the UB Director will be responsible for developing and marketing CI and its courses and/or programmes to various stakeholders/communities and ensuring their active engagement. We are seeking a colleague who is capable of strategizing and implementing CI activities which reflect the values of the Confucius Institute Headquarters in Beijing and UB. The successful candidate will manage the Institute; oversee budget design and policy requirements of UB and CI Headquarters in Beijing; work with faculty, staff and students from diverse backgrounds and cultures; and will be flexible and available for work during events outside the normal workday. We especially invite applications from persons with a strong commitment to bridging Bahamian and Chinese cultures through meaningful and culturally-appropriate dialogue and interaction.

**Responsibilities.** Fulfill the mandates articulated in the MOU and Cooperation Agreement between UB, CI Headquarters and NUIST; oversee the operation of the Institute, including student recruitment and course registration; generate annual reports, budgets and proposals for international and national partnerships, initiatives and activities; develop, promote and coordinate CI programmes, standardized Chinese Language tests (HSK, YSK) and special events; maintain good relations with the Embassy of The People's Republic of China, Ministry of Foreign Affairs and community organizations that focus on Chinese affairs such as the Bahamas China

Friendship Association; coordinate scholarships, cultural and educational exchange programmes and liaise with the Ministry of Education, Science and Technology on the promotion and implementation of Chinese language and culture programmes; provide leadership and participate in UB events and community activities such as Foreign Languages Day, International Cultural Festival, Chinese National Days and Lecture Series on Chinese history, culture and society; represent CI at international, regional and local meetings, conferences and workshops; facilitate the orientation of CI Chinese faculty to UB and The Bahamas.

**Qualifications.** Candidates must have an earned Master's degree in International Studies, Adult Education, International Relations Administration or a related field from an accredited institution; evidence of higher education administrative and programme development/coordination experience; evidence of strong writing and verbal communication skills; experience in building collaborations at multiple levels and with diverse constituencies. Proficiency in Chinese would be an asset.

**Setting.** The University of The Bahamas (UB) is a vital catalyst for national development. Chartered on 10<sup>th</sup> November 2016, UB had its genesis in The College of The Bahamas which was established in 1974. Since 1995, the institution's academic offerings have expanded through the introduction of baccalaureate degree programmes offered across a broad range of approximately 60 majors. Master's degree programmes have included an MBA and an MSc in Reading and Inclusive Education as well as graduate degree programmes offered in collaboration with various US universities. UB operates from the Oakes Field Campus and the Grosvenor Close Centre in New Providence; UB-North in Grand Bahama; and the Gerace Research Facility in San Salvador. Additional sites are planned for throughout the archipelago.

**Application.** Application materials should include:

1. A cover letter describing how the applicant's professional qualifications and experience relate to the responsibilities of the position;
2. Copies of academic qualifications;
3. Copies of transcripts of all undergraduate and graduate degree programmes completed;
4. A current and complete curriculum vitae;
5. Copy of relevant pages of a valid passport showing photo ID, passport number and expiration date;
6. Three letters of reference;
7. Completed UB Application for Employment Form found at this link:  
<http://www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf>

**To Apply:** Apply electronically at [facultyapply@ub.edu.bs](mailto:facultyapply@ub.edu.bs) noting the position in the subject field. Only electronic submissions will be accepted. Attach the following in one e-file/document with your electronic submission: cover letter; academic qualifications; transcripts; curriculum vitae; copy of relevant pages of valid passport; three letters of reference; and a completed UB Application for Employment form. Additional materials will be required of shortlisted candidates. For additional information or informal inquiries, contact [provostoffice@ub.edu.bs](mailto:provostoffice@ub.edu.bs).