



# THE PRE-COLLEGIATE PROGRAM OF YANGON

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The Pre-Collegiate Program of Yangon seeks to hire a foreign or Myanmar national for the position of Program Director. In conjunction with in a team of three teachers and one administrator, the director will be responsible for managing the school's office, academics, and university admissions for approximately seventeen students each year.

**Position Title:** Program Director

**Reports To:** The Myanmar Foundation (U.S. 501(c)3) and the Alumni Board

**Applications Open:** January 18<sup>th</sup>, 2017

**Applications Close** March 20<sup>th</sup>, 2017

## Who We Are

The Pre-Collegiate Program of Yangon is a not-for-profit educational organization that since 2003 has provided Myanmar students with the opportunities and abilities to become agents of change. At PCP, students develop the skills and passion to succeed at universities abroad and become effective leaders in their communities. The curriculum consists of an intensive 16-month course of study that includes rigorous liberal arts classwork, extracurricular engagement, and cross-cultural exchanges. Ninety two percent of our students matriculate to colleges abroad, largely in the U.S., and the vast majority return to Myanmar upon finishing their studies. Our graduates' abilities to learn both in and out of the classroom, critique, communicate, empathize, and innovate sets them apart.

## Responsibilities

- Lead a community of faculty and students in engaging, rigorous, and cutting-edge learning;
- Develop and maintain a network of individuals and institutions who enhance student opportunities;
- Direct all students and faculty through the university admissions process;
- Grow the school's profile to recruit the best students and faculty to our classroom;
- Manage the short-, medium-, and long-term budget and fundraising operations of the program.

## Qualifications

- B.A. required; graduate degree preferred;
- Fluency in both spoken and written English;
- Strong management skills;
- Background in education is preferable;
- Some fundraising experience is preferable;
- Demonstrated interest in development sectors.

## Qualities

- Commitment to maintaining an open learning environment for students and teachers;
- Ability to solicit ideas, develop consensus, and share responsibilities;
- Strong organizational and planning skills;
- Flexibility and adaptability.

## Benefits

The director will earn 1600 USD per month. Paperwork and expenses for visas will also be covered. Everyone receives four weeks of holiday mid-December to mid-January, one week of holiday in April, and one week of holiday in September or October plus all gazetted holidays.

## How To Apply

Interested applicants should email cover letter and résumé/CV to [precollegiate@gmail.com](mailto:precollegiate@gmail.com). Only those interested in a three to five year commitment will be considered.