

Role Clarification and Definition of Program Staff at GEC Academy

Role Clarification and Definition among Program Staff



Leadership Team

Name :

Sheng (Edison) Yan

Title:

President/Chair

Email :

sheng.yan@gecacademy.com



Responsibility :

Manage GEC's overall operations; Create, plan, implement, and integrate the strategic direction of GEC Academy.

Role Clarification and Definition among Program Staff



Leadership Team

Name :
Hui Xu

Title:
Director

Email :
hui.xu@gecacademy.com



Responsibility :

Make strategic and operational direction of the Academic Team; Create workforce and staffing plans; Manage GEC Programs quality control and evaluation; Communicate with GEC teachers regarding matters of significant importance to their teaching experience at GEC.

Role Clarification and Definition among Program Staff



Leadership Team

Name :

Xiaozhi (Wendy) Wang

Title:

Director

Email :

wendy.wang@gecacademy.com

Responsibility :

University-level Cooperation;
GEC Advanced Studies Institute (GEC-ASI) projects and initiatives,
including:

- Global Competence Development Project;
- co-host conferences;
- etc.



Role Clarification and Definition among Program Staff



Teaching Team

Leading Instructor

Responsibility: Develop course syllabus; deliver the main content instruction through lectures or other presentations; evaluate students' final project, etc.

Teaching Fellow

Responsibility: Provide teaching plans; lead workshops/lab sessions/mentor sessions to supplement the lectures; evaluate/grade assignments/reports/presentations; review and facilitate student's progress in preparing the final project; attend the final evaluation meetings with the teaching team; provide presentation skills training sessions, etc.

Contact at GEC

Your Academic Manager

Role Clarification and Definition among Program Staff



Teaching Team

Teaching Assistant

Responsibility: Monitor and grade class attendance and participation; provide overall participation comments; hold a 60-min online office hour each week; answer students' academic questions in and after class, etc.

Program/Course Coordinator

Responsibility: Attend and record class sessions; assist students with issues regarding the program*; collect feedback regarding students' performance or behavior from the teaching team; provide students feedback to the teaching team; train and supervise teaching assistants (TAs), facilitate the smooth running of the program, etc.

*The main responsibility of the Program coordinators is to assist the students while the main responsibility of the Academic Team is to assist the teaching team.

TAs and Program/Course Coordinators are managed by Operations Team, whose leaders are Nina and Athena.

Leader: Ruo (Nina) Guo

Email: ruo.guo@globaleducon.org



Leader: Hui (Athena) Cheng

Email: hui.cheng@gecacademy.cn



Role Clarification and Definition among Program Staff



Academic Team

Academic Management

Aim: Go-to person for faculties who have any concerns or questions regarding teaching at GEC, payrolls, and benefits, and the programs in general.

Responsibility: Assist Leading Instructors and Teaching Fellows with various tasks, including answering questions regarding both administrative and teaching matters, analyzing and providing feedback for a syllabus, collecting information such as teaching availability and teaching feedback, updating faculties with the latest changes with regards to GEC programs, facilitating communications among Leading Instructors, Teaching Fellow, other GEC teams such as Product Management Team and Finance Team, etc.

Leader: Hao (Tracy) Zhou

Email: tracy.zhou@gecacademy.com



Role Clarification and Definition among Program Staff



Academic Team

Innovative Curriculum Development

Faculty Outreach Unit

Aim: Help GEC build and expand its faculty network and community by reaching out to professors and experts in various fields to discuss the possibility of cooperation.

Responsibility: Distribute introduction emails to potential GEC teachers; arrange appointments and interviews; arrange faculty hiring and preparing contracts; collect information from teachers such as availability, teaching ideas, and confirm the class schedule for the first delivery of the program; recruit mentors; connect new faculties to designated course manager.

*Once new faculties are connected with a designated academic/course manager, the course manager will instead assist the faculties with the affairs related to the course re-run.

Leader: Peiyong (Nico) Shen

Email: nico.shen@gecacademy.com



Role Clarification and Definition among Program Staff



Academic Team

Innovative Curriculum Development

Partnership Outreach Unit

Aim: Help GEC build and expand its business and partnership network by reaching out to universities, training centers, industry associations, etc., to discuss the possibility of cooperation.

Responsibility: Coordinate outreach activities; research and develop new partnerships; establish linkages with universities, training centers, industry associations, etc., to seek potential collaboration and promote their involvement at GEC.

Higher Institution & TVET Institutions Affairs Unit

Responsibility: Design and develop customized international education programs for Chinese higher institutions and TVET institutions, as well as program operations.

Leader: Peiyong (Nico) Shen

Email: nico.shen@gecacademy.com



Role Clarification and Definition among Program Staff



Academic Branding Team

Aim: Improve brand awareness and reputation; Establish diverse various communication channels; promote the GEC brand identity, and align GEC teaching faculty with the brand value. Additionally, to identify the most valuable news on branding, innovation, and experience related to GEC.

Responsibility: Produce a monthly newsletter and update the latest information on the GEC Academy and GEC-ASI websites; Make brand videos, etc.

Leader: Ke (Katie) Wang

Email: ke.wang@gecacademy.com



Role Clarification and Definition among Program Staff



Product Management Team

Responsibility:

The product center is responsible for various aspects of product development, including brainstorming and designing all types of products, managing annual planning and timelines, overseeing packaging and publicity, and conducting cost accounting.

The products they work on can range from

- PATH Academics Online Research Programs,
- 1v1 programs,
- Onsite Research Bootcamp,
- Personalized Programs for Universities,
- etc.

Role Clarification and Definition among Program Staff



Application Team

Responsibility: Enter student information (including school name, application deadline, submission link, etc.) into the GEC system; facilitate faculties with the submission of reference letters.

* The application team is a temporary team, only operating during the online application season.

Finance Team

Responsibility: manage the preparation of balance sheets, financial statements, and day-to-day record keeping and reporting, initiate the transfer of payment including all payroll, etc.

Email: finance@gecacademy.com