

Job Opportunity
Academic Director
2026 Keio University / College of William & Mary Cross-Cultural Collaboration
Tentative Program Dates: August 4th – August 18th, 2026

The [Keio/W&M Cross-cultural Collaboration](#) is a program centered on experiential learning which allows both Japanese and American students to study questions of cultural difference and national identity.

The program brings 25-30 Japanese university students to America for two weeks to study and experience first-hand American society and culture with William & Mary graduate and undergraduate students. Students attend lectures on a variety of topics including race, religion, and pop culture while engaging with American culture firsthand through fieldwork activities such as trips to Colonial Williamsburg, Richmond, and Washington, D.C.

A cutting-edge program when conceived in 1990, the Keio University, William & Mary Cross-Cultural Collaboration has grown and evolved over the years to become an important part of the W&M's commitment to enhancing the quality of higher education and to developing relationships with the international community.

The Global Education Office (GEO) at the Reves Center is currently accepting applications for a position that oversees the academic and logistical administration of the Keio program beginning in Spring 2026:

Academic Director

The Academic Director is responsible for overseeing the Keio/W&M Cross-Cultural Collaboration Program both academically and logistically, ensuring the quality and continued development of this established and successful program. Beginning with the Spring 2026 semester, the Academic Director's main duties will include:

- 1) assisting in the selection of Classroom Instructors (CIs), who lead classroom discussions, review work produced in the classroom, and participate in afternoon and evening activities
- 2) recruiting, interviewing, and selecting Peer Assistants (PAs), who work individually with the small teams of Japanese students to assist them with their projects and daily activities.

The Academic Director will plan and hold an orientation session for PAs and CIs, and produce a tentative schedule for guest speakers, activities, and excursions. This work will be supported by staff from the Global Education Office at the Reves Center.

The Academic Director is in charge of the general welfare of the Keio students, overall supervision of professional and student staff, the coordination of all academic, social and cultural programming for Keio students, and for the financial administration of the program.

In addition, the Academic Director will:

Staffing & Supervision:

- Visit American Studies and/or Japanese language courses to recruit PAs
- Interview and select PAs
- Participate in interviews of CI candidates; assist in the selection of CIs
- Contact American Studies faculty and doctoral students about lecture topics and schedule

- Coordinate planning for curricular and extra-curricular activities
 - Plan and implement a half-day training session for PAs and CIs before the end of Spring semester
 - Oversee CIs and PAs job duties; assist CIs and PAs with the execution of job duties if necessary; ensure feedback and grades of Keio students are submitted
 - Ensure CIs and PAs follow W&M policies and procedures at all times during the program
 - Be on-call 24/7 once the program begins and manage the day-to-day operations of the program
 - Consult with prior faculty, if necessary
 - Consult with Global Education Office staff or the GEO Associate Director as needed
- NOTE:** In case of emergency, GEO staff are available 24/7

Logistics:

- Create program schedule
- Coordinate with various W&M offices and the Reves Center about classrooms, equipment, etc.
- Determine room assignments and coordinate with Conference Services and Woodlands Hotel
- Plan academic program
- Maintain regular contact about logistical matters with the GEO Keio Program Coordinator
- Create master program schedule
- Confirm extracurricular activities during the program (e.g. free days)
- Arrange van driving course for CIs
- Set up student email accounts through W&M
- Confirm airport pick-up and drop-off with Oleta; confirm transportation to D.C. and from D.C. (GEO Keio Program Coordinator will make reservations and payments)
- Contact religious organizations in advance and update information and directions if necessary for Sunday excursion or for panel discussion
- Maintain supplies for the program
- Manage W&M state vehicle keys, gas receipts, and maintenance during the program

Program Development

- Revise and update handbooks for Program staff
- Revise and update program handbook to be sent to Keio
- Revise handouts, generate name tags, roommate lists etc.
- Meet with GEO staff after completion of the program to debrief and evaluate
- Update the planning guide if necessary

Financial Administration

- Maintain and track program receipts
- Manage financial expenditures

JOB REQUIREMENT: Current W&M graduate student (must be returning in Fall 2026). Previous experience with organizing and leading group programs preferred but not required. Successful candidates should possess demonstrable leadership skills, strong organizational abilities, commitment to supporting the needs of students, staff, and faculty, ability to work independently, and a strong interest in cross-cultural and/or international education. Preference given to applicants, who previously worked with the program and have close connections to W&M American Studies faculty.

Compensation: \$8,750

***NOTE:** The Academic Director lives with the students in program housing

If you have any questions about this position, please email Nasha Lewis at nlewis@wm.edu.

To apply, please send the following documents to the attention of Nasha Lewis, Associate Director of Global Education at the Reves Center:

- Letter of application
- Current resume or CV
- List of 3 professional references with their title, email address, and telephone number

Application Deadline: Applications will be reviewed on a rolling basis until the position is filled.