



Position Title	Director, Talent & Culture
Department	Talent & Culture
Status	Full-time, salaried, exempt
Location	Washington, DC (Hybrid)
Supervisor	President, Academic Travel Abroad

Salary & Benefits

Academic Travel Abroad is committed to work/life balance and the standard work week here is 36 hours. If you're hired, this is what we'll offer you with a few of our benefit highlights:

- Salary: Starting at \$95,000, commensurate with experience
- 27 days of Personal Time Off, 9 holidays, and 3 volunteer days, all fully paid
- Option to work remotely up to 3 days per week after first 90 days
- 8 weeks of paid Parental Leave (any parent, birth or adoption)
- 50% 401K match up to the first \$14,800 of an employee's contribution
- Up to \$100 per month in transit or parking benefits matched by ATA
- And of course: medical, dental, vision, LTD, Life, and FSA benefits

Description of the Organization

Academic Travel Abroad, Inc. is a study abroad and educational travel provider for many universities, cultural, and media organizations, as well as a growing number of commercial brands. We believe in celebrating and learning about the diversity of people and cultures through travel and education. Riding the post-war wave of interest in travel to Europe, ATA launched operations in 1950 by assisting universities and institutions in the creation of group travel programs for their members. Today, ATA's wide range of program offerings in study abroad and educational travel remains one of its core strengths.

Today, ATA's study abroad division, CET Academic Programs, serves both high school and college students through academically rigorous, credit-bearing programs in its centers around the world, including the US, Greater China, Japan, Jordan, Italy, Czechia, Brazil and Colombia. CET is a leader in the education abroad industry, known for its high standards in programming, health and safety, and student management.



ATA's educational travel division is a leader in customized, branded, experiential travel and serves partners such as the Smithsonian Institution, The New York Times, Hearst, Thrillist, Yale Alumni Academy, and the Massachusetts Institute of Technology. In this capacity, ATA is frequently the "brand behind the brand." ATA also facilitates professional delegation travel in the fields of health, education and law.

Tying together all brands and services are ATA's focus on innovative program design; collaborative approach to partnership; steadfast insistence on quality; diversity, equity and inclusion; and a commitment to environmental sustainability. Every ATA program is designed to change perspectives, deepen understanding, and engage communities, showcasing the stories—both told and untold—of the places and people we visit.

Description of the Position

The Director of Talent & Culture is a strategic partner who supports all divisions and advises the Executive Team on all personnel matters in the US and overseas on topics such as: benefits/payroll, on/off-boarding, staff development, compliance and all other HR- related issues. This person's goal is to support our culture of respect, civility, direct communication and a love for learning through travel.

What you'll do...

Talent Acquisition & Development

- Drive diversity, equity, and inclusion at all levels of the company regarding recruiting and retention.
- Strategize recruiting solutions to meet business needs.
- Enhance onboarding procedures to help improve the new hire experience.
- Refine the employment experience for all by collecting data and analyzing feedback.
- Update and execute a pay and promotion system that's equitable for all.
- Implement and refine a performance management process centered around empowering people to do their best work and improving productivity.
- Update company policies to reflect the culture of ATA.
- Address employee relations issues when needed.

Strategic Planning & Advising

- Strategize with the Executive Team to improve ATA by adding to our culture in new and progressive ways.
- Advise the Executive Team on people-related strategy to improve the people experience.



- Lead and support the Talent & Culture team to succeed as business partners of each division.
- Use employee survey data to assess engagement and craft strategies to improve overall productivity.

Manage Benefits Administration

- Continuously improve our benefits line up, while containing costs, to attract and retain talent.
- Ensure compliance with regulations for all benefits and ensure timely compliance reporting.
- Oversee benefits renewals and open enrollment processes.
- Evaluate vendors and negotiate contracts to ensure ATA and our people have a great customer experience.
- Create reference materials and offer group informational sessions/one-to-one meetings to help educate people on all eligible benefits.

Oversee Payroll, HRIS, & Labor law Compliance

- Advise management regarding the resolution of staff issues. Provide resources and information to assist managers with the decision-making process.
- Assist our study abroad division with employment issues for both domestic and international cases.
- With the guidance of legal counsel, review and recommend legal and tax solutions that best meet the needs of ATA.
- Oversee the processing of payroll, including the administration of HRIS/payroll tools.
- Maintain employer accounts with states as needed for withholding, unemployment, disability and/or workers comp.

We're looking for...

- Bachelor's degree required; Master's degree in relevant discipline preferred
- SHRM-CP or PHR certification required; SHRM-SCP or SPHR certification preferred
- Minimum 5 years of experience in human resources with at least 3 of those years in an HR generalist or HR manager leadership role
- 5 years of experience with employment law, benefits, payroll and taxes for a multi-state, international employer
- Experience with a variety of staffing solutions – employees and independent contractors; US citizens as expats, local country nationals, third country nationals;



contingency hiring through foreign employment agencies and/or seconding /leasing arrangements with foreign employers

- Clear understanding of medical insurance and ability to keep company ACA compliant
- Experience with payroll and HRIS systems
- Ability to maintain complete confidentiality and trust regarding company and employee matters
- Ability to multi-task while keeping a keen attention to detail and following up on all essential duties in a fast-paced work environment
- Strategic and keenly aware of big picture, but willing to pitch in on day-to-day administrative tasks

COVID-19 Vaccination Requirement

Academic Travel Abroad has made the safety of our students, travelers, and colleagues, and our surrounding communities a top priority. As part of that commitment, all ATA staff are required to be fully vaccinated against COVID-19. Proof of full vaccination against COVID-19 will be required before the start date of employment in order to work at ATA. Requests for medical and/or religious exemption are accepted and are evaluated on a case-by-case basis. Failure to provide proof of COVID-19 vaccination or to obtain approval for a medical or religious exemption will result in the offer of employment being rescinded.

To Apply

At ATA, we don't just accept difference, we celebrate it. We use our diverse backgrounds and perspectives to our benefit by enriching our stakeholders and ourselves. ATA is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, Veteran status, genetic information or any other protected characteristic under applicable law. If you have a disability or special need that requires accommodation, please let us know.

Qualified candidates should submit the following materials:

- Résumé
- Cover letter

Application deadline: We encourage applicants to send their materials as soon as possible and before our final deadline on **Monday, January 10, 2022.**

Send application materials via email to jobs@academic-travel.com and include "Director, Talent & Culture" in the subject line. Applications missing any of these components will not be considered. The successful completion of a background check, including three professional/academic references, is required for this position.



To all recruitment agencies, ATA does not accept agency resumes. Please do not forward resumes to our jobs, ATA employees or any other company location. ATA is not responsible for any fees related to unsolicited resumes.