



Title: Student Services Coordinator, CET Japan

Status: Full time

Job location: Osaka, Japan

Supervisor: Frances Ozaki, Japan Resident Director

Dates: August 2017 through August 2018, renewal possible

Description of the Organization

CET Academic Programs is a study abroad organization that has been developing and delivering innovative educational programs abroad since 1982. Originally “China Educational Tours,” CET began operations in Beijing, later expanding to other locations around the world. Today, CET offers a varied portfolio of semester, summer, and short-term customized programs in Asia, Europe, Latin America, and the Middle East for college, high school, and pre-college students.

CET is known for high program standards, strong academics, a nimble and collaborative approach to partnerships, and supportive student services. Through elements such as field-based course components, internships, community-based learning, and housing with local roommates, CET strives to integrate students into the local community and facilitate lasting relationships with hosts. As an environmentally conscientious organization, CET aims to adopt sustainable measures across its operations. And through its commitment to inclusion, CET seeks and encourages the participation of students from diverse backgrounds, ensuring a welcoming, hospitable program environment that promotes student learning.

Description of the Position

The Japan Student Services Coordinator (SSC) assists on the non-academic aspects of the programs that run every fall, spring, and summer semesters in addition to short-term programs at other times. Duties include meeting with students frequently to help them adjust to life in Osaka, serving as a language and cultural resource for students, assisting on-site staff with tasks, writing program-related emails and reports, assisting the Resident Director in handling on-site emergencies, hosting US faculty visitors on site, and assisting with all activities and trips.

Responsibilities

Programming & Staff Support

- Support the RD and AD in upholding all CET policies
- Participate in the RD and AD-designed orientation session
- Assist the RD with event and excursion planning, coordination, communication with vendors, and implementation
- Assist the RD with local roommate program recruitment, orientations, and on-going support
- Devise and maintain office systems for schedule management, a local roommate database, and filing

Student Counsel

- Serve as language and culture resource to CET students and local Japanese roommates
- Assist students as they adjust to life in Osaka
- Maintain office hours and meet frequently with students to serve their needs

Serve as Liaison

- Work closely with local partners, suppliers, and other teachers and staff
- Assist the RD in representing CET to visiting US faculty and study abroad advisors
- Communicate regularly with RD and CET's head office, particularly in the event of an on-site emergency
- Support RD with any on-site crises in an appropriate and effective manner

Requirements, in Order of Priority

- Strong Japanese language skills
- Strong English language skills
- Undergraduate advising or mentoring experience
- Ability to remain calm and project authority during crises or stressful situation
- Superior interpersonal skills
- Understanding of and ability to work in bicultural settings
- Excellent oral communication and writing skills
- Willingness to wear different hats and maintain flexibility toward program responsibilities
- Commitment to education abroad and the field of Japanese language studies
- Sensitivity to both student needs and cultural differences
- Computer skills, including MS Office Word, Excel and Publisher
- Study abroad experience

To Apply

Our company is committed to diversity, and we work hard to maintain a welcoming, non-discriminatory office culture. We welcome qualified applicants of all backgrounds to apply to our openings. It is our policy to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age,

disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.

Qualified candidates should submit the following:

- Résumé
- Formal cover letter that outlines the position to which you are applying (Japan Student Services Coordinator), your qualifications and experience, and where you first heard about the position
- List of three references

Applications missing any of these components will not be considered. Applications will be considered on a rolling basis. For best consideration, applications should be received by July 23, 2017.

Send application materials via mail or e-mail (as Word or PDF attachments)
to: jobs@cetacademicprograms.com

Final hires are contingent on a successful background check.

Visa sponsorship is not available for this position. Candidates must be able to legally work in Japan.