

## Program Coordinator

仕事ID: 68457  
職種タイトル: Program Coordinator  
企業名: Anaheim University  
仕事の形態: 正社員  
部署名: Liaison Officer  
勤務地: Minami Aoyama, Minato-ku, 東京都  
給与: 応相談、経験による  
最終更新日: 2008年05月08日  
職務経験: 無し  
英語レベル: ビジネス会話レベル  
日本語レベル: ネイティブ  
最終学歴: 大学卒：学士号  
現在のビザ: 日本での就労許可：有  
スキル・資格:

募集要項: Native English speakers wanted for Program Coordinator ' s position to coordinate between enrolled students, graduates, potential students and Student Services.  
Responsible for:  
- student recruitment and advisement  
- sending information to potential students  
- responding to inquiries from potential students  
- hosting program orientation meetings  
- event coordination, etc.

Must be highly motivated, enthusiastic, & responsible with excellent communication skills

会社紹介: Anaheim University is a pioneering institution of higher learning offering online master degree programs in Business Administration (MBA) and Teaching English to Speakers of Other Languages (TESOL).