



Senior Program Coordinator, Pre-College

NGO Leader in International Education!

Job Information

Hiring Company

[CIEE KK](#)

Job ID

1586417

Industry

Education

Job Type

Permanent Full-time

Location

Kyoto Prefecture

Salary

Negotiable, based on experience ~ 5 million yen

Refreshed

April 27th, 2026 05:00

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Position: Senior Program Coordinator, Pre-College

Department: Pre-College, CIEE

Reports to: Program Manager, Pre-College

Location: Kyoto, Japan

Position Type: Full-time, Permanent

Council on International Education and Exchange (CIEE):

A nonprofit, non-governmental organization, CIEE is the world leader in international education and exchange. For over 75 years, CIEE has helped thousands of people gain the knowledge and skills necessary to live and work in a globally interdependent and culturally diverse world by offering the most comprehensive, relevant, and valuable exchange programs available.

Serving over 300 U.S. college and university consortium members, CIEE operates sixty centers in over forty countries that support study abroad programs for around 10,000 students annually. In addition, as the largest sponsor for U.S. Department of State J-1 Visa programs, CIEE helps nearly 25,000 international students participate in U.S.-based exchange programs

annually.

CIEE programs and services span study abroad, teach abroad, international faculty development seminars, and inbound exchange study, work, and internship programs for today's high school and university students, professionals, and educators.

We strive to lead a robust community of international program providers and sponsors through innovation, exemplary service, and exceptional efficiency. Our success depends on having the very best professionals. CIEE is committed to recruiting and retaining the best people in the industry, particularly those who are passionate about international education, are self-starters with high levels of energy and autonomy, and are dedicated to exceeding expectations in every challenge.

Role Description

The Senior Program Coordinator, Pre-College, is responsible, along with the Program Manager, Pre-College, for the oversight, development, and delivery of all CIEE Kyoto HSSA Programs. This includes, but is not limited to, the coordination and delivery of pre-departure orientation and on-site orientations, program excursions and overnight study tours, personal counseling, conflict resolution and discipline, and implementation of CIEE health, safety, and security protocols and procedures.

The Senior Program Coordinator, Pre-College, is also responsible for effective team leadership, financial reporting and budgeting, and innovation and growth in the Pre-College team.

Primary Responsibilities

Student Support & Program Planning

- Organize and deliver parts of orientation and farewell programs and activities for each of the Pre-College tracks delivered by CIEE Kyoto.
- Facilitate, as required, student airport collections.
- In collaboration with the Program Manager, support the development and delivery of overnight study tours and excursions that support student program learning objectives.
- Provide personal support and conflict resolution to students, and, as required, discipline management.
- Oversee, along with the Program Manager, Pre-College, and team of Coordinators/Assistants, the planning and implementation of all CIEE Kyoto HSSA Programs.
- Implement and ensure compliance with CIEE health, safety, and security procedures to enable appropriate response to medical and other emergencies.
- Coordinate relationships with local health providers to ensure students can access services as and when required.
- Other duties as directed.

Leadership, Innovation & Growth

- Ensure the efficient operation of the Pre-College program and manage a team of Coordinators/Assistants, as directed by the Program Manager, Pre-College.
- Actively seek new ways to expand operations at CIEE Kyoto through mutual exchanges with partner high schools and local organizations.
- Work with the Program Manager, Pre-College to find new ways to innovate and improve operations across all Pre-College programs at CIEE Kyoto.

Marketing

- Lead the development of CIEE promotional materials through updates to online content, pre-departure, arrival and orientation details, and other information as requested.
- Coordinate regular and engaging student communications, including but not limited to social media and digital channels, and the development and distribution of the weekly student e-newsletter.

Finance

- Ensure adherence to budget through timely and accurate reporting.
- Work with the Program Manager, Pre-College to create effective and cost-efficient budgets for all Pre-College programs.

Stakeholder Relationships

- Develop and manage relationships with local accommodation providers.
- Develop and maintain close partnerships with community organizations, including but not limited to local businesses, sporting, volunteering, and health services.

Health, Safety and Security

- Maintain understanding and compliance with all CIEE policies, particularly in regard to health, safety, and security.

Required Skills

Essential Criteria

- **Education** – postgraduate qualifications and relevant experience; or extensive experience working in a higher education institution environment.
- **Experience** – proven track record of coordinating and delivering student experience and community engagement initiatives for international students.
- **Industry Knowledge** – extensive knowledge of what constitutes a positive student experience and the drivers that ensure this is being delivered.
- **Organization** – demonstrated ability to coordinate multiple ongoing tasks and prioritize within a complex administrative environment, ensuring commitment to timely and accurate delivery of quality outcomes.
- **Communication** – excellent communication skills, both written and verbal; highly developed interpersonal skills with an ability to develop and maintain strong working relationships.

Additional Skills and Experience

- Ability to function well in a complex institutional framework.
 - Ability to work well within the highly collaborative and tightly coordinated structure of CIEE's global network.
 - Maintain CIEE's commitment to providing and preserving a safe and supportive environment in which individual ideas and uniqueness are recognized, valued, and given the opportunity to grow.
 - Superior judgment when dealing with confidential information.
 - Exemplary ambassador of CIEE and its mission and programs.
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Company Description