



Student Affairs Coordinator

アメリカからの留学生、留学生サポート、英語力活用、国際理解、学生支援

募集職種

採用企業名

IES Abroad 全米大学連盟 東京留学センター

支社・支店

一般社団法人IES Abroad全米大学連盟

求人ID

1573199

部署名

IES Abroad 東京センター

業種

教育・学校

会社の種類

中小企業 (従業員300名以下) - 外資系企業

雇用形態

契約

勤務地

千葉県, 千葉市美浜区

最寄駅

京葉線、 海浜幕張駅

給与

350万円～経験考慮の上、応相談

勤務時間

週5日、40時間 業務により残業時間あり

休日・休暇

土日祝日

更新日

2026年01月26日 10:58

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

日常会話レベル (英語使用比率: 50%程度)

日本語レベル

流暢

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可が必要です

募集要項

The Student Affairs Coordinator reports to the Student Affairs Manager at IES Tokyo and coordinates and supports all student services functions for the regular fall and spring programs, as well as summer and short programs. The role involves supporting the full range of center activities to promote the health, safety, well-being, and personal development of students on IES Tokyo programs. This position requires close collaboration with both students and the entire IES Tokyo team.

Job Responsibilities

I. Student Services Duties

- Supporting student health and safety matters, including escorting students to doctors, dentists, hospitals and pharmacies and providing translation assistance as needed
- Monitoring and supporting student wellbeing health and wellbeing across all programs as required and reporting on issues of student health, welfare or safety
- Coordinating residency registration, embassy registration, re-entry permits, and related procedures
- Assisting students in obtaining train passes and other daily life matters
- Carrying out functions related to the selection of student volunteers and the IES Tokyo Student Council, and assisting and coordinating Student Council meetings and activities

II. Program Support Duties

- Preparing and carrying out online and live orientation sessions and workshops across time zones
- Coordinating routine clerical work related to student visas, and ensuring smooth communication of information to the IES Abroad Head Office in Chicago
- Disseminating information to ensure student compliance with local laws, including residency registration and health insurance procedures
- Organizing and participating in student orientations, functions and seminar activities
- Organizing and participating in student volunteer activities, social activities and field trips (including overnight excursions)
- Providing guidance and support to volunteer student assistants for fall, spring, and summer programs
- Assisting with and leading customized program activities (including overnight excursions)
- Social media support
- Crisis Management Support
- Other logistical support as required

III. Housing Program Duties

- Supporting student health/safety/security in housing placements in accordance with IES Abroad protocols and guidelines
- Participating in periodic visits to housing facilities for inspections and monitoring purposes and reporting results in an accurate and timely manner

IV. Other Duties

- Participating in student field trips and other activities as required across all IES Abroad Tokyo Center programs and activities
- Participating in and taking minutes in center meetings
- Actively and systematically promoting the IES Tokyo Center through its social media channels
- Ensuring that center facilities are maintained in a way that projects a positive public image and supports student health and well-being.
- Working with the Student Affairs Manager and identifying initiatives for the promotion of diversity and student well-being.
- Other duties as may be assigned from time to time

Employment Details:

• Contract Duration: March 2026 – February 2027 *Contract renewal may be considered based on performance evaluation, program needs, and the availability of suitable openings.

• Work Hours: Full-time (40 hours per week)

• Compensation: A minimum annual salary of JPY3.5 million per year. Final compensation commensurate with qualifications and experience.

• Benefits: Commuting allowance and full social insurance coverage in accordance with Japanese law.

スキル・資格

The Student Affairs Coordinator holds at minimum a bachelor's degree, demonstrates a strong interest in international education and intercultural development and works confidently with students from diverse backgrounds and nationalities. The role requires reliability, honesty, and integrity, as well as strong written and spoken communication skills in English and fluency in written and spoken Japanese. The primary workplace is the IES Abroad Center in Kaihin Makuhari. Domestic travel for periods of one to ten days is required on occasion, and limited overseas travel for training purposes may also be required.

Application Process: Please submit the following:

- Resume (in English and Japanese)
- Cover letter (in English)
- Contact details for two referees (referees will only be contacted with candidate's consent)

会社説明