



Academic Partnership Coordinator

国際的な環境です。服装自由。住宅手当あり。

募集職種

採用企業名

学校法人 沖縄科学技術大学院大学学園

求人ID

1614707

業種

教育・学校

雇用形態

契約

勤務地

沖縄県, 国頭郡恩納村

給与

経験考慮の上、応相談

勤務時間

所定労働時間：9:00 - 17:30 休憩時間：12:00 - 13:00 フレックス制（コアタイム10:00-15:00）

休日・休暇

土・日・祝、年末年始（12月29日～1月3日）、年次有給休暇、夏季休暇、傷病休暇、特別休暇

更新日

2026年09月30日 14:55

応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

This position provides administrative support for establishing institutional-level academic partnership, especially with domestic scientific research universities, including those related to the J-PEAKS initiative. The role supports effective communication and collaboration with internal sections, academic institutions, government agencies, and other stakeholders in Japan.

This position is funded by the J-PEAKS Grant, which was approved by the Japan Society for the Promotion of Science (JSPS).

Responsibilities

1. Maintain records of academic partnerships and external institutional engagement.
 2. Communicating and coordinating with related divisions regarding academic partnership with other institutions.
 3. Support the preparation, review, and Japanese-English translation of institutional and government-related documents.
 4. Support J-PEAKS activities, including coordination, documentation, reporting, and stakeholder communication.
 5. Coordination of meeting schedules, preparation of agendas and materials, and preparation and management of meeting minutes.
 6. Prepare periodic and ad hoc reports concerning institutional-level collaborative activities and other section activities (for internal/external reporting as well as for publication).
 7. Assist with the execution an operating budget for section activities.
 8. Other related tasks, as assigned.
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スキル・資格**(Required)**

1. Minimum of five (5) years of administrative experience
2. Strong skills in Microsoft 365 applications (WORD, PowerPoint, Excel, etc.) and familiarity with social media platforms
3. Experience in filing and document management
4. Excellent formal communication skills, both verbal and written, in English and Japanese
5. Ability to work independently with minimal supervision and collaboratively within a team environment.
6. Flexibility and adaptability to meet the demands of the role.
7. *People with no research experience are encouraged to apply

(Preferred)

1. Experience studying abroad or working in an international environment
 2. Experience working in an academic environment such as a university
 3. Budget management, review, and execution experience.
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会社説明