



【急募】 事務手続・書類作成などの経験重視！ Student Administration/学生課職員

Job Information

Hiring Company

UWC ISAK Japan

Subsidiary

学校法人ユナイテッド・ワールド・カレッジISAKジャパン

Job ID

1487433

Division

IT and Community Liaison

Industry

Education

Company Type

Small/Medium Company (300 employees or less)

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Contract

Location

Nagano Prefecture, Kita-aku-gun Karuizawa-machi

Train Description

Shinano Tetsudo Line, Shinano Oiwake Station

Salary

3 million yen ~ 3.5 million yen

Holidays

土日祝日に加えて、春夏秋冬の学校休暇が取得できます。

Refreshed

November 25th, 2024 01:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

Permission to work in Japan required

Job Description

Role Summary

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UWC ISAK Japan is looking for an energetic Student Support staff who is excited to work in a forward-looking environment and take the lead in keeping safe and healthy Student Life in Karuizawa.

Working under the direction of the Head of Operation and directly supervised by the Community Liaison Manager and IT Manager, Student Support staff will be responsible for various tasks related to students managed by the Community Liaison and the IT Centre.

Student Support staff will work closely with the entire community such as students, staff, and faculty. Furthermore, the Student Support staff will communicate with parents, universities, and external organizations.

The ideal candidate will have the right attitude, a sense of energy, and the confidence and capability to take care of the details of school data security and day-to-day student support.

Key Relationships

Student Support staff will work closely with the entire community such as students, staff, and faculty. Furthermore, the Student Support staff will communicate with parents, universities, and external organizations.

Reports to and supervised by: IT Manager and Community Liaison Manager

Schedule/Hours

This is a full-time, year-round position at the UWC ISAK Japan campus in Karuizawa, Japan. Overtime and business trips are occasionally required.

*UWC ISAK Japan is located on the outskirts of Karuizawa, in a quiet residential community. Due to the school's location, employees must have a driving license.

Salary and Benefits

Salary will be determined based on experience. Estimated range: 3.0 - 3.2 million JPY (before taxes/withholding).

Detailed benefits as below:

- Free lunch in the school cafeteria on weekdays during the school year (taxable benefit)
- Fall break, winter break, and spring break, in addition to annual paid leave
- Professional development allowance
- Moving fee allowance
- Settlement allowance
- Commuting allowance

Main Areas of Responsibility:

1. Student Support - General

- Living support (town hall, bank, etc.)
- Activity support (language support)
- Rental of digital equipment support (school phones, ITC equipment)
- Maintain office printer and other devices

2. Student Support - Registrar

- Keep accurate records of student daily attendance
- Maintain students' database
- Maintain confidentiality of student records and comply with all relevant privacy laws
- Assist in developing and implementing student information systems and databases
- Issue official school certificates and other documents to students as needed
- Respond to inquiries from students, parents, and educational organizations regarding certificate requirements
- Issue student ID Card/Staff ID card
- Complete training and take on the operation of the school systems(future task)

3. Student Support - Visa

- Maintain student visa (CoE, Residence card renewal, report to immigration, manage timeline, etc.)
- ID Photo Creation

4. Other

- Support "Nippon Foundation Scholarship (until March 2026)" Community Liaison Manager as needed
- Support IT Manager on school events
- Office support

How To Apply:

Please submit the following documents. Successful candidates will be contacted for an interview.

- Cover Letter
- CV in Japanese and English

Note: Successful candidates will need to complete a criminal background check (arranged and paid for by the school) before the final employment contract is issued.

Required Skills

Required Professional Experience

- Excellent communication and interpersonal skills
- Japanese language (read and write is required for handling the school official documents) and business level English language proficiency required
- Commitment to maintaining confidentiality and professionalism in all interactions
- Strong organizational and administrative skills, with attention to detail
- Work experience in system administration or a related field (or equivalent experience/diploma)
- Self-learners who can independently acquire necessary skills and knowledge

Personality/Successful Traits

- Commitment to being a team player and a contributing member of UWC ISAK Japan
- Positive attitude and enthusiasm about creating and contributing to a young school
- Ability to develop initiatives that take into account both the School's long-term objectives and immediate needs
- Ability to work in a multicultural environment with people from around the world
- Ability to work well with people at all levels of the organization
- Interest in taking on new challenges and exploring new possibilities, rather than simply continuing with what is already being done
- Ability to effectively deal with multiple priorities, functions, and activities
- Flexibility: Ability to adjust projects and priorities as needed
- Ability to identify needs and take action to address them
- Well-developed business ethics and the ability to maintain a high level of discretion
- Self-aware and motivated; engaged in continuous reflection and improvement
- Enthusiastic to attend school events and contribute to the community outside the Student Support role

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Company Description