



Center Director, CIEE Tokyo

NGO Leader in International Education!

Job Information

Hiring Company

CIEE KK

Job ID

1487535

Division

Study Abroad

Industry

Education

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

September 9th, 2024 01:00

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Post Grad Degree (PHD/MBA etc)

Visa Status

Permission to work in Japan required

Job Description

Position: Center Director, CIEE Tokyo
Reports To: Regional Director of Operations, PACRIM
Department: Study Abroad
Location: Tokyo, Japan

Who we are:

CIEE is a nonprofit study abroad and intercultural exchange organization that transforms lives and builds bridges between individuals and nations through study abroad and international exchange experiences that help people develop skills for living in a globally interdependent and culturally diverse world.

Why work with us are:

- **You will change the world.** CIEE builds bridges between different people, different countries, and different cultures. We help young people participate in high-quality international exchange and study abroad programs that bring the world together. We change lives, our alumni change the world. Be part of the change!
- **You will be part of a fast-paced, international, diverse, and collaborative team of professionals.** CIEE operates the largest nonprofit network of study-abroad locations, with facilities and staff in 29 countries. Additionally, we help international participants from over 140 countries come to the USA each year. Committed to excellence and solving whatever problem the world throws at them, CIEE professionals work on international teams and are dedicated to advancing our 75-year-old mission to make the world a more peaceful place.

Who you are:

The Center Director of CIEE Tokyo will have the overall responsibility for the management of all aspects of the Center, overseeing the planning and delivery of all CIEE programs, recruiting, and developing the Center's core team, and ensuring the highest levels of quality and customer satisfaction. The program portfolio is comprised of Semester, Full-year, and Short-term (Summer, January, and Custom) opportunities for pre-college, college, and post-graduate students. All CIEE programs are defined by the highest standards of educational quality, providing access to students of diverse backgrounds.

What you'll do:

The Center Director of CIEE Tokyo, Japan is responsible for the quality and success of CIEE's current and new programs offered in Japan, with overall responsibility for the management of all aspects of CIEE Tokyo ensuring the highest levels of quality and customer satisfaction. A significant feature of the work is the planning and delivery of the current academic programs. The Center Director will be responsible for the effective, timely, and on-budget delivery of the following aspects:

- **Academic Program:** Ensure that the academic department meets its goals in the planning and delivery of the CIEE Tokyo programs, including overseeing internship opportunities, hiring, managing, and developing academic faculty; producing course syllabi and materials, managing academic matters of students, etc.
- **Student Services:** Ensure that the student life team meets its goals in the development and oversight of student services, including visas, pre-departure orientation, on-site orientation and activities, implementation of CIEE health, safety, and security protocols and procedures, etc.
- **Human Resources:** Maintain overall responsibility for all center staff and faculty; plan and execute a strategy to fill key positions necessary for the delivery and development of programs and all operations.
- **Health, Safety, and Security:** Work with staff to ensure compliance with CIEE standards for health, safety, and security.
- **Program Evaluation:** Oversee the management of the student evaluation processes per the policies and protocols of CIEE, the partner institutions, and other stakeholders
- **Financial and Legal Management:** Serve as managing director of the legal entity and assume related responsibilities.
- **Facilities and Student Housing Management:** Ensure that the operations team achieves its goals related to the smooth and efficient operation and maintenance of the facility, student accommodation, housing, etc.
- **External Relations/Internships/Community Engagement:** Ensure the development and implementation of strategies to increase awareness of CIEE's mission and goals throughout the Tokyo community and engage and network with all relevant stakeholders. Ensure that CIEE Tokyo meets CIEE standards and complies with locally applicable standards and laws.
- **Marketing:** Support the production of CIEE promotional materials by providing updates, content, and other information as requested.
- **Other:** Participate as needed and possibly present at the CIEE Annual Conference or other professional meetings; other duties as assigned.

Required Skills

What you'll bring:

Successful applicants will be seasoned professionals with a minimum of ten years experience in a leadership role within study abroad, international educational exchange, or a related higher education institutional setting. A Ph.D. is preferred, while a master's degree is required. In addition, applicants with the following experience and skills are particularly sought:

- Readiness to grow and develop yourself, our client group, and our Company.
- Relevant work experience in Tokyo.
- Leadership – Proven ability to build and lead teams through the complexities and challenges in a constantly changing environment.
- Staff management – Demonstrated ability to manage teams and deliver strong results.
- Financial management – Demonstrated experience in developing and managing budgets and ensuring compliance.
- Extremely strong servicing skills and superior judgment: ability to resolve issues fairly, expediently, and cost-effectively.
- Academic culture – In-depth knowledge of and first-hand experience with U.S. and local academic institutions and their cultures and processes.
- Interpersonal skills– Ability to engender the trust and confidence of several stakeholders and be able to deal effectively with a wide variety of often sensitive issues
- Superior written and verbal communication skills – Ability to effectively communicate with students, U.S. university partners, faculty, local authorities, and CIEE staff internationally
- Exemplary ambassador of CIEE and its mission and programs
- Ability to embrace CIEE's Core Values (Excellence, Integrity, Respect, Inclusion, and Problem Solving) and culture

Diversity Matters:

CIEE believes that diversity matters and that professionals with diverse backgrounds provide diverse approaches and ideas to solving problems and finding ways to advance our mission to bring the world together. Candidates from underrepresented groups with diverse backgrounds and experiences are strongly encouraged to apply.

Applicant must have the authorization to work in Tokyo.
Please submit a resume and cover letter.
