



## 【軽井沢・学校勤務】IT システムアドミニストレータ / IT Systems Administrator

## 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**

1494734

**Division**

IT Center

**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**

4 million yen ~ 4.5 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 20th, 2024 12:00

## General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

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

**Minimum Japanese Level**

Native

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

## Job Description

## Role Summary

**role Summary**

UWC ISAK Japan is looking for an energetic IT Systems Administrator who is excited to work in a forward-looking environment and take the lead in keeping safe and healthy School IT technology Operations in Karuizawa.

Working as a part of the Operations and directly supervised by the Head of IT, the IT Systems Administrator will be responsible for ISAK's school networks and data while providing additional support for various tasks managed by the IT Center. The ideal candidate will also have experience implementing and managing security measures to protect digital systems.

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 IT day-to-day operation and support and oversee the implementation of technology in school and security initiatives and improve IT operations to bring out the best in all employees.

**Key Relationships**

The IT staff will work closely with the entire community such as students, staff, and faculty. Furthermore, we will collaborate with external vendors to advance our operations.

**Reports to and supervised by:** IT 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: 4.0 - 4.4 million JPY (before taxes/withholding). Benefits include enrollment in the Shigaku Kyosai (private school) health insurance and pension scheme. Generous school holiday/paid time off package.

Additional 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
- Housing allowance

**Main Areas of Responsibility:**

## 1. Information Technology Management

- Manage and maintain the school systems and network infrastructure. Install, configure and update software and hardware components.

## 2. Information Security Management

- Collaborate with vendors in Japan for conducting regular security audits, and risk assessments.
- Monitor security incidents, investigate breaches and develop incident response plans.
- Stay up-to-date with emerging security threats and technologies, and provide recommendations for improvement.
- Develop and enforce security policies and procedures in line with industry best practices.

## 3. User Support and Training

- Provide technical support to school faculty/staff and students.
- Conduct training sessions or workshops to educate users on best practices for data security and IT usage.

**How To Apply:**

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

- Cover Letter
- CV in both **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.

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**Company Description**