



## Internship Program Coordinator

**NGO Leader in International Education!**

### Job Information

#### Hiring Company

CIEE KK

#### Job ID

1499520

#### Industry

Education

#### Job Type

Permanent Full-time

#### Location

Tokyo - 23 Wards

#### Salary

Negotiable, based on experience

#### Refreshed

November 17th, 2024 00:00

### General Requirements

#### Minimum Experience Level

Over 3 years

#### Career Level

Mid Career

#### Minimum English Level

Business Level

#### Minimum Japanese Level

Native

#### Minimum Education Level

Bachelor's Degree

#### Visa Status

Permission to work in Japan required

### Job Description

#### Council On International Educational Exchange (CIEE):

A nonprofit, non-governmental organization, CIEE is the world leader in international education and exchange. For over 75 years CIEE has helped thousands of people gain the knowledge and skills necessary to live and work in a globally interdependent and culturally diverse world by offering the most comprehensive, relevant, and valuable exchange programs available. Serving over 300 U.S. College and University consortium members, CIEE operates sixty centers in over forty countries that support study abroad programs for around 10,000 students annually. In addition, as the largest sponsor for U.S. Department of State J-1 Visa programs, CIEE helps nearly 25,000 international students participate in U.S. based exchange programs annually. CIEE programs and services span study abroad, teach abroad, international faculty development seminars, and inbound exchange study, work, and internship programs for today's high school and university students, professionals, and educators.

We strive to lead a robust community of international program providers and sponsors through innovation, exemplary service and exceptional efficiency. Our success depends on having the very best professionals. CIEE is committed to recruiting and retaining the best people in the industry, particularly those who are passionate about international education, are self-starters

with high levels of energy and autonomy, and are dedicated to exceed expectations in every challenge.

### Role Description

The Internship Program Coordinator in Tokyo is responsible for ensuring the success of the daily functioning operations of the Internship Programs in Tokyo. The Internship Program Coordinator is the student's first point of contact, and s/he is responsible for ensuring that the study center's internship programs operations run in accordance with his/her set goals, as well as for the highest levels of program quality and customer satisfaction. S/he is also responsible for program evaluation, and s/he participates in program long-range planning and development. S/he works collaboratively with the Academic and Student Life departments.

### PRIMARY RESPONSIBILITIES

#### Overall Responsibilities – Internship [Pre arrival]

- Design, plan and execute Internship Program calendars and required components
- Design and revise Internship student's guides & handbooks
- Identify, contact, and develop productive relationships with companies and nonprofit organizations in the Tokyo region for internship role and placement purposes
- Encourage and facilitate student applications upon submission
- Follow up on the internship application process: gather information, individual interviews, and placement process (matching students & internship companies)
- Help internship students set realistic goals and expectations
- Active participation in all training sessions arranged by CIEE headquarter departments such as Health, Safety, and Security and Academic Affairs, etc.

#### Overall Responsibilities – Internship [Onsite support]

- Design, plan, and conduct follow up meeting calendars and strategies with students
- Monitor student progress through meetings with students
- Arrange and conduct visits to internship companies
- Conduct student assessment process. Potential Semester and Summer grading.
- Conduct program evaluation all throughout the semester and.
- End of program evaluations.
- Monitor Internship supervisor relationships to secure future opportunities.
- Respond in a timely manner to all questions, issues, problems, needs of any constituents (students, host and home schools, resident staff, parents), as assigned by Center Director or Director of Operations.
- Completes, updates, and distributes all pre-departure materials for internship students
- Coordinates the scheduling of seminars and professional development workshops, including identifying and coordinating guest speakers, company visits, as well as cultural and professional excursions
- Focuses on maintaining and expanding network partners for experiential learning opportunities, guest speakers and site visits
- Distributes and collects student learning contracts as well as mid-term and final evaluations of internship providers and students
- Creates and maintains a database of internships and community partners in Salesforce
- Coordinates the documentation of internship site placements to provide content for marketing and experiential learning program materials

#### Other responsibilities

- Crisis and Emergency: in rotation with the other center staff, carry the 24-hour emergency telephone
- Daytrips and overnight trips: in rotation with the other center staff, actively participate in a number of daytrips and overnight trips
- Represent CIEE Tokyo Site with integrity, accuracy, and in the spirit of its mission
- Other duties as assigned

#### Judgment, Decision-Making, and Planning

- Propose sound judgment in his/her interactions with students and parents during all aspects of the onsite study abroad experience.
- Propose judgment in knowing when to bring an issue to the attention of the Center Director/Director of Operations
- Due to the nature of the position, the \_Internship Program Coordinator will follow CIEE privacy and confidential norms and regulations

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### Required Skills

#### Knowledge and Skills

- Language— Native/ Bilingual Japanese and English
- Technology— strong computer skills (Word, Excel, PowerPoint, Teams, Salesforce).
- Administration— strong administrative skills, particularly attention to detail and the ability to complete assigned tasks efficiently and accurately, and in a timely manner.
- Organization— high ability to handle multiple tasks and priorities simultaneously.
- Communication— strong communication and presentation skills in English and Japanese, both written and verbal, able to communicate to multiple audiences both in English and Japanese
- Interpersonal— strong interpersonal skills and ability to communicate (naturally) an interest in the students, schools, host families, etc.
- Flexibility— Must be very flexible and able to respond quickly to changing circumstances. Must have a high tolerance for ambiguity. The role will involve traveling for vetting host companies/institutions, supporting students, and fostering

- positive relationships with host companies/institutions.
- Experience working with online databases strongly preferred and a willingness to learn new systems required.
- Ability and willingness to work as a productive member of a team with the collective goal of creating positive participant experiences.
- Outstanding intercultural communications skills.

Working Conditions

- This is an in-person role based in Tokyo.
- The responsibilities of the Internship Program Coordinator , are subject to peak periods (e.g., student arrivals, program enrollment process, orientation, etc.) and/or unplanned emergencies or crises that require extra hours.
- Applicants must be authorized to work in Japan.

**Salary Range:**

Determined by level of commensurate with experience. Commuting expenses provided.

**Social Insurance:**

You are covered by Japanese Health Insurance, Welfare pension, and Employment Insurance.

**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.

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Company Description