



Academic Director

NGO Leader in International Education!

Job Information

Hiring Company

CIEE KK

Job ID

1499521

Industry

Education

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

November 24th, 2024 00:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

CIEE

A nonprofit, non-governmental organization, CIEE is the world leader in international exchange. For 75 years CIEE has helped thousands of students, professionals, and educators 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. CIEE has been managing programs in Tokyo for over 30 years and maintains a legal entity in Japan.

Posting Summary

The Academic Director is responsible for supporting the Center Director in all academic affairs and provides general academic support to all students. The objective of this position is to manage the development and implementation of activities and academic programs that enhance and support the mission of the organization and goals of the programs in Tokyo, to create and maintain a safe, healthy and supportive environment for living and learning, and to ensure the professional and efficient management of its programs at the CIEE Tokyo.\

The Academic Director will primarily be responsible for managing all kinds of academic-related questions, inquiries, activities and incidents.

Key Responsibilities:

Duties include but are not limited to:

- Recruitment, evaluation, hiring, training, and management of instructors
- Teach / lead / facilitate CIEE cultural courses, discussions, and/or workshops.
- Plan and implement academic-related orientation sessions and activities. Lead orientation presentations and discussions.
- Manage academic operational components of CIEE delivered programs and courses.
- Help assess and liaise with CIEE course instructors. Help ensure adherence to CIEE academic policies. Assist in the recruitment of instructors.
- Provide on-site assistance to instructors, students, and staff, with respect to both academic and extracurricular activities.
- Manage student academic information. This includes but is not limited to registration, course selection, grades, and reporting. Follow CIEE academic and privacy policies. Collaborate with relevant CIEE staff and local university officials.
- Liaise with instructors before, during, and after each academic term to ensure that course syllabi, course grades, and other records meet the CIEE requirements and that they are submitted in a timely manner.
- Monitor course websites via the Canvas LMS platform.
- Plan, coordinate and make logistical arrangements for all academic and service-learning-related activities, fieldtrips, and site visits. Lead those activities, fieldtrips, and site visits.
- Provide administrative support to courses and their instructors during the academic term, including co-curricular and extracurricular activities or any other events and excursions organized by the Program Coordinators.
- Provide and update student academic records for the Center Director to keep track of student performance, and help to identify students with academic-related issues or special needs who need to receive additional help from instructors or academic staff.
- Advise students on academic-related issues and provide pastoral care to support student well-being.
- Liaise with Director of Operations to support the Center Director to develop and implement academic components of new programs in Tokyo.
- Collaborate with Tokyo senior staff to help maximize quality of services.

Other Duties

- Assist the Center Director with the general coordination and administration of CIEE programs.
- Cover Director roles as instructed during times when the Director is away or unavailable.
- Liaise with outside organizations as needed.
- Be an "on call" emergency contact as assigned.
- Other duties as required.

Required Skills

Qualifications

- Education— PhD degree (especially in any of the Global Institute academic tracks related to Language, Culture, Business, Global and Community Health, Communications, Political Science, International Relations, and Sustainability and Environmental Sciences.)
- 5+ years working experience in higher education / international education programming, preferably with students from US institutions.
- International work, study, and/or travel experience, preferably in the US and Japan
- Language/Culture—Fluency in English and Japanese. Strong knowledge of and interest in the Japanese cultures, histories, business practices, and academic environments.
- Skilled in Microsoft Office (Word, Excel, PPT); comfortable with technology; can quickly learn new technologies and software applications.
- Strong intercultural communication skills. Places high value on diversity.
- Flexible, mature, and professional.
- Able to work independently but also as a supportive member of a team.
- Foreign study—Personal study or teaching experience in the U.S.A. is a plus
- Authorized to work in Japan

Working Conditions

- This position may require overtime or off hour periods. Certain deadlines and unexpected emergencies may necessitate an adjustment in work time.

Confidentiality

The Academic Director has access to files and records containing personal information. This information must be managed with discretion in accordance with relevant laws and CIEE's policies regarding privacy and confidentiality.

Compensation

Dependent on qualifications and experience.

Company Description