

The University of Tokyo India Office Higher Education Advisor



Exciting developments are taking place in the strategic partnership between Japan and India. Collaboration in education and research, a new area with vast potential, has been expanding through the efforts of The University of Tokyo India Office in Bangalore. We will be opening our new office in New Delhi around November 2015 for further expansion of strategic activities as Coordinator for Study in Japan to which the University of Tokyo was appointed by the government of Japan in October, 2014.

The University of Tokyo is a university that is highly ranked world-wide for its academic reputation and cutting edge research. Under the “Global 30” Project, 13 Japanese universities including the University of Tokyo have been striving to create an excellent, internationally recognized academic environment. Now many Japanese universities including these universities offer a wide range of degree programs in English (from undergraduate to PhD levels) in natural sciences, social sciences, engineering, as well as the arts and humanities.

To help promote these degree programs to Indian young stars, The University of Tokyo India Office is seeking a self-motivated and capable higher education advisor to work in the office in New Delhi. The responsibilities of this position include:

- Guiding Indian young stars with information on the degree programs offered in English by the Japanese universities and information on relevant scholarships.
- Visiting schools, colleges, institutes, universities, research Institutions, governmental organizations and private companies across India to introduce the various programs offered by Japanese universities.
- Coordinating visits of faculties from Japanese universities to schools, colleges, institutes, universities, research institutions, governmental organizations and private companies in India.
- Participating in selected education fairs across India
- Promoting programs and scholarships to study in Japan through email campaigns.
- Researching Indian higher education trends and keeping track of news regarding higher education in India.
- Implementing online/offline communication with the members of the University of Tokyo’s Alumni Association of India to promote a variety of networking events and gatherings.
- Developing effective and cooperative working relationships with stakeholders in Indian organizations, especially in the development of human resources in the railway sector.

- Establishing and maintaining effective and strategic communications with external organizations (e.g. Embassy of Japan in India and other Japanese governmental agencies, Japanese private companies in India and their associations, etc.) to proactively search out valuable information for strategy to increase number of Indian students study in Japan, and
- Performing related duties as assigned.

Skills and attributes:

- Bachelor's degree. Experience of studying abroad is preferable.
- Fluency in English and excellent communication skills. Knowledge of Japanese will be an asset.
- Work experience as a higher education advisor will be considered favorably.
- Proficiency in the Japanese language is preferable

Notes:

- Remuneration to be negotiated based on skills and experience.
- The position is available from September 2015 and a starting date shall be mutually agreed upon.
- Up to one month training in Bangalore Office to be done. (Expenses will be reimbursed or paid for by the University of Tokyo India Office.)
- The new office in New Delhi will be a share office with a Japanese government agency, the Japan Science and Technology Agency (JST). The address of the new office is expected to be *Ground Floor No.B-6/22, Safdarjung Enclave , New Delhi 110029.*

To apply please send your resume to Mr. Hiroshi Yoshino, Director, The University of Tokyo India Office: yoshino.hiroshi@mail.u-tokyo.ac.jp with the subject "Job Application (Name)".