

## 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 New Delhi as Coordinator for Study in Japan to which the University of Tokyo (UTokyo) was appointed by the government of Japan in October 2014.

Our office was initially established in Bangalore in February 2012 and moved to New Delhi in November 2015. The number of Indian students in Japan has increased from 541 (39 at UTokyo) in May 2012 to 1,015 (81 at UTokyo) in May 2016. In November 2017, the number of Indian students at the University of Tokyo had reached 99.

Now from April 2018, we will expand our operation to implement activities from not only India but also in Pakistan, Bangladesh, Nepal, Sri Lanka and Bhutan in order to attract more students for higher study and research in Japan.

The University of Tokyo, a university that is highly ranked world-wide for its academic reputation and cutting edge research, has been striving to create an excellent, internationally recognized academic environment. Now many Japanese 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 in India and the above mentioned five countries, 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:

- **P**R activities by utilizing Social Networking Services to attract young stars in India and the five countries for higher study and research in Japan.
- **N**etworking with student associations in Japan from the five other countries and their alumni associations in each home country as well as in the Japanese universities.
- **I**mplementing online/offline communication with members of the University of Tokyo's Alumni Association of India to promote a variety of networking events and gatherings.
- **R**esearching Indian higher education trends and keeping track of news regarding higher education in India.
- **G**uiding 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 and to some extent the five other countries to introduce the various programs offered by Japanese universities.
- Participating in selected education fairs across India and the other five countries.
- 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. as well as in the five other countries as time goes on) to proactively search out valuable information for the strategy to increase the number of students studying in Japan, and
- Performing related duties as assigned.

### **Skills and attributes:**

- Bachelor's degree.
- Experience of studying abroad is preferable.
- Proficiency in the Japanese language to a level of JLPT-N2 for non Japanese native speakers.
- Fluency in English and excellent communication skills.
- Ability of visiting Pakistan and Bangladesh preferable.

### **Notes:**

- Remuneration to be negotiated based on skills and experience, such as PR activities and accounting work
- The position is available from 1<sup>st</sup> April, 2018 and a starting date shall be mutually agreed upon.
- Interviews for selected candidates to be scheduled in February 2018.
- The office in New Delhi is a shared office with a Japanese government agency, the Japan Science and Technology Agency (JST).

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

URL: <http://www.indiaoffice.dir.u-tokyo.ac.jp/jp/whyjapan/index.html>