

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 in October 2014 by the Japanese Government.

Our Delhi office was newly appointed in 2018 as the “Study in Japan Global Network Project Regional Office” in Southwest Asia to liaise with Sri Lanka, Pakistan, Bangladesh, Nepal, Bhutan and the Maldives 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 other 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 also.

To help promote these degree programs to young stars in India and other countries mentioned above, 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:

- **G**uiding young stars with information on the degree programs offered in English by the Japanese universities and information on relevant scholarships.
- **O**rganizing events, managing logistics, contacting/visiting schools, colleges, institutes, universities and utilizing social networking services to attract young stars in India and the other countries mentioned above for higher study and research in Japan.
- **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**eporting to the Director of our Delhi Office with an activity report every two months.
- **S**ubmit a monthly accounting report in due course and to respond promptly in order to update the status of activities regarding number of inquiries, number of event participants in accordance with the performance index of the project.
- **P**erforming related duties as directed by the Director of the University of Tokyo India Office and relevant office at UTokyo in Japan on a daily basis.

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.

Notes:

- Remuneration to be negotiated based on skills and experience, such as PR activities and accounting work
- The position is available from 1st April, 2019 and a starting date shall be mutually agreed upon.
- Interviews for selected candidates to be scheduled in mid-March 2019.
- The office in New Delhi is a shared office with the Japan Science and Technology Agency (JST), a Japanese government agency.

To apply please send your letter of application and your resume both in PDF format to The University of Tokyo India Office:

indiaoffice.adm@gs.mail.u-tokyo.ac.jp

with the subject "Job Application (Name)".

c.f.

<https://www.u-tokyo.ac.jp/adm/utindia/en/contact.html>

<https://www.u-tokyo.ac.jp/adm/utindia/en/whyjapan.html>