

Program Assistant

Strategic partnership between Japan and India is on the rise. Collaboration in education and research, an 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.

Since 2018, our Delhi office has been appointed 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 and encourage more students for higher study and research in Japan.

The UTokyo, globally highly ranked for its academic reputation and cutting edge research, has been striving to create an excellent, internationally recognized academic environment. Currently, 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 arts and humanities also.

The UTokyo India Office in New Delhi is seeking a motivated and capable Program Assistant. The responsibilities of this position are to assist the Director in relation to the following activities:

- Provide information on the degree programs offered in English by various Japanese universities and availability of relevant scholarships.
- Help to organize events, manage logistics, contact/visit schools, colleges, institutes, universities and utilize social networking services to disseminate information on higher study and research opportunities in Japan.
- Communicate with members of the UTokyo’s Alumni Association of India to promote a variety of networking events and gatherings.
- Submit monthly work report to the Director of our Delhi Office
- Assist administrative duties including petty cash book keeping of our Delhi Office.
- Submit event/ official tour reports etc., promptly and update the status of activities regarding number of inquiries, number of event participants in accordance with the performance index of the project.
- Manage SNS communications and post information to increase awareness and understanding of the purpose of the project.

- Perform all related duties on a daily basis as directed by the Director of the University of Tokyo India Office and relevant office at UTokyo

Desired qualifications, skills and attributes:

- Bachelor's degree .
- Japanese language proficiency of JLPT-N3 level .
- Fluency in English and excellent communication skills.
- Proficiency in SNS communications

Notes:

- Remuneration to be negotiated based on skills and experience in PR activities office management and accounting work
- The position is available from 14th October, 2019 and starting date shall be mutually agreed upon.
- Interviews for selected candidates to be scheduled in mid October 2019. Date of interview will be informed to short-listed applicants,
- The office in New Delhi is a shared office with the Japan Science and Technology Agency (JST), a Japanese government agency.

To apply: Send your letter of application and resume both in **PDF format** to The University of Tokyo, JAPAN **by 6th October 2019:**

kyoten-swa.adm@gs.mail.u-tokyo.ac.jp

with the subject "Program Assistant 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>