

## Job Posting: International Exchange Coordinator

Number of recruitment	1 person
Job content	Professional administration for MBA program
Job title	International Exchange Coordinator
Job category	Part-time
Employment period	September 1, 2015-March 31, 2016 Contract is renewable up to 4 years (with conditions)
Qualifications to apply	<ul style="list-style-type: none"> <li>• Graduation within 15 years from a 4-year college.</li> <li>• Ability to work in English and Japanese (TOEFLiBT score 80 or higher is a requirement).</li> <li>• More than 3 years of work experience in the area of international education at a private company (including private university).</li> <li>• Individual with a long-term overseas study or work experience abroad is preferable.</li> </ul>
Job contents	<ul style="list-style-type: none"> <li>• Administrative work: program planning, international exchange, supervising assistant staff, creating documents both in English and Japanese, other student-related support.</li> </ul>
Working place	Tokyo campus, University of Tsukuba (3-29-1, Otsuka, Bunkyo-ku, Tokyo) 3min. walk from Myougadani station on the Tokyo Metro Marunouchi line.
Working hour	Tuesdays-Fridays 13 : 30~19 : 30 Saturdays 11 : 30~19 : 15 Break 45min (Saturdays) 31 hours/week No overtime work
Hourly wage	JPY2,020 Travel allowance (up to 55,000/month)
Legal welfare	Welfare pension, Health Insurance, Employment Insurance, worker's accident insurance
Screening process	1 <sup>st</sup> : Document screening 2 <sup>nd</sup> : Interview (English and Japanese)
Application documents	CV (English and Japanese) with photo Career and job history (English and Japanese)

Application period	June 29, 2015-July 17, 2015
Address to send application materials	HR committee MBA-IB, Graduate School of Business Sciences University of Tsukuba, Tokyo 3-29-1, Otsuka, Bunkyo-ku, Tokyo 112-0012 Japan
Interview period	June 29, 2015-July 22, 2015
For further information	<a href="http://www.mbaib.gsbs.tsukuba.ac.jp/">http://www.mbaib.gsbs.tsukuba.ac.jp/</a>
For any inquiry	<a href="mailto:position@mbaib.gsbs.tsukuba.ac.jp">position@mbaib.gsbs.tsukuba.ac.jp</a>