



ASHINAGA
あしなが育英会

Ashinaga Foundation

Sabo Kaikan 4F, 2-7-5 Hirakawacho, Chiyoda-ku, Tokyo 102-8639 Japan

Tel: 03-3221-0888

Email: info@ashinaga.org



en.ashinaga.org



ASHINAGAofficial



@AshinagaGlobal

Student Relations Coordinator

Ashinaga Foundation (Tokyo)

The Ashinaga Foundation is an NGO based in Tokyo that strives to provide educational and emotional support to young people who have experienced the loss of one or both parents. In 2001, Ashinaga expanded beyond its domestic activities and now supports a global community of disadvantaged young people with a focus on Sub-Saharan Africa through its Ashinaga Africa Initiative (AAI) leadership program. The Student Relations Team (SRT) provides a link between the Ashinaga Foundation and its African scholars. Student Relations Coordinators (SRC) provide individualized support and monitor AAI Scholars' well-being, activities, academic performance and leadership self-development, in addition to providing social and cultural adjustment support. This support begins with a handover from the Ashinaga regional offices in Senegal and Uganda and lasts until the day the Scholar graduates from university. The SRC is vital to the success of the Ashinaga Africa Initiative program and the position encompasses a wide variety of duties and responsibilities.

General	Start Date: From July 2020 onwards Location: Chiyoda-ku, Tokyo, Japan
Duties	<p>We are looking for a Student Relations Coordinator (SRC) to join our dynamic team based in the Tokyo office to support the Ashinaga Africa Initiative Scholars studying at universities in Japan. SRCs are allocated a designated number of students to support (generally 10-15). As a member of the Student Relations Team, your duties would entail:</p> <ol style="list-style-type: none">1) Coordinating activities and operations related to student support in Japan, in accordance with the aims of the AAI<ul style="list-style-type: none">• Facilitate the transition of students from overseas Study/Preparation camps to Ashinaga Japan, including logistics relating to flights and accommodation.• Oversee the orientation and installation of Ashinaga Scholars in Japan at the beginning of their first year and provide support each subsequent academic year during their time as an Ashinaga Scholar.• Oversee Ashinaga Scholars' participation in the required AAI leadership program activities, including but not limited to: fundraising activities, <i>Tsudoi</i> student camp activities (high school, university and international), the Ashinaga internship program, the Ashinaga Proposal research project, career development activities and Japanese classes.• Motivate Scholars to fulfill their commitment to the AAI program conditions and goals of the AAI.• Confirm that Scholars are on track to complete their required components within the timeframe stipulated in the AAI program conditions.• Ensure timely processing of Scholar requests and financial transactions related to the Scholar, such as living stipends, research funding requests, etc.• Coordinate with external parties such as academic institutions regarding school fee payments and other administrative tasks.• Liaise with Program Assistants/Coordinators in Ashinaga Uganda and Ashinaga Senegal to establish an effective Study/Preparation camp curriculum for Japan-bound students.• Oversee Scholar transition to the Ashinaga Graduate and Alumni program.



ASHINAGA
あしなが育英会

Ashinaga Foundation

Sabo Kaikan 4F, 2-7-5 Hirakawacho, Chiyoda-ku, Tokyo 102-8639 Japan

Tel: 03-3221-0888

Email: info@ashinaga.org



en.ashinaga.org



ASHINAGAofficial



@AshinagaGlobal

	<ul style="list-style-type: none"> • Work with other Ashinaga staff members, including those in other overseas offices, to further improve the AAI leadership program by contributing to drafts of policies and guidelines etc. when requested. <p>2) Providing social/cultural adjustment support and monitoring well-being for AAI Scholars in Japan</p> <ul style="list-style-type: none"> • Check-in with Scholars on a regular basis both in-person and over video call to monitor well-being and provide guidance. • Work with other SRT staff to produce new student orientation content and workshop programs, including executing the annual International Tsudoi student camp. • Encourage Scholars to find resources, both intrinsic and extrinsic, to attain their maximum leadership potential through self-development. • Undertake training, where available, to improve the quality of support that Ashinaga can provide. <p>3) Acting as the point-of-contact for AAI Scholars in Japan</p> <ul style="list-style-type: none"> • Be available to assigned Scholars in case of an emergency. • Internally process invoices and reimbursements submitted by Scholars for payments in accordance with their scholarship coverage. • Act as the primary liaison between the Scholars and Ashinaga, including other departments within Ashinaga or its affiliated regional organizations when necessary. • Prepare the Annual Student Report for assigned Scholars for review by the AAI Directors and the President. <p>4) Providing academic guidance and career development to AAI Scholars</p> <ul style="list-style-type: none"> • Review university grade reports, and proactively address academic concerns • Inform Scholars of additional academic and career development resources. • Visit Scholars' academic institutions and liaise with university staff. • Liaise with Japanese teachers for Scholars' private Japanese lessons. • Work with the Ashinaga Professional Network Development team to connect Scholars with job-hunting support and resources, as well as internships in Sub-Saharan Africa, Japan or other countries. <p>5) Other duties as required.</p>
<p>Requirements</p>	<p>Mandatory</p> <ul style="list-style-type: none"> • 【English】 Native or Fluent • Bachelor's degree. • At least two years of relevant work experience. • Strong administrative skills, including excellent time management.



ASHINAGA
あしなが育英会

Ashinaga Foundation

Sabo Kaikan 4F, 2-7-5 Hirakawacho, Chiyoda-ku, Tokyo 102-8639 Japan

Tel: 03-3221-0888

Email: info@ashinaga.org

en.ashinaga.org



ASHINAGAofficial



@AshinagaGlobal

	<ul style="list-style-type: none"> • Ability to organize, prioritize and multi-task independently. • Strong team player; willing to take on tasks both large and small. • Experience working with students, especially those from diverse backgrounds. • Cultural competency including knowledge of diverse cultures. • Interest in international development, particularly relating to the African continent. • Evidence of interest in working with people from vulnerable backgrounds. • Comfortable working in a multi-cultural environment. • Experience, or evidence of interest, in international education. • Background in international exchange programming/activities. • Ability to be adaptable and comfortable with ambiguity in a rapidly evolving program. • Willingness and ability to travel domestically and internationally (e.g. within Japan multiple times a year; possibly to Uganda or Senegal once a year). • Understanding of the mission/purpose of the AAI and the underlying values of the Ashinaga Foundation. <p>Preferred</p> <ul style="list-style-type: none"> • 【Japanese】 JLPT N2 or higher; experience using Japanese in a work environment preferred. • 【Other languages】 Knowledge of French or Portuguese a plus. • Previous work experience in Japan. • Previous experience or connection to the continent of Africa. • Knowledge of the Japanese higher education system. • Experience with academic advising/academic support of students. • **Due to current travel restrictions related to international travel, applicants currently residing in Japan are preferred.
<p>Benefits</p>	<p>Salary:</p> <ul style="list-style-type: none"> • Starting from ¥3,960,000 for the first year; salary commensurate with experience. • One-year contract; the contract may be renewed upon discussion. <p>Other Benefits:</p> <ul style="list-style-type: none"> • Round-trip economy class flight (at the beginning and end of your employment with Ashinaga), visa support, weekly Japanese lessons, work-related travel expenses, inclusion on employee insurance program, 20 paid holidays per year (excluding national holidays and weekends).
<p>How to Apply</p>	<p>To apply, please submit your CV/resume and a one-page cover letter by May 31st 2020 to:</p> <ul style="list-style-type: none"> • Shihoko Numa (numa@ashinaga.org) • CC: Chieko Nanayama (nanayama.c@ashinaga.org)
<p>Contact</p>	<p>Ashinaga Foundation Ashinaga Africa Initiative Sabo Kaikan 4F, 2-7-5 Hirakawacho, Chiyoda-ku, Tokyo 102-8639 Japan TEL : 03-3221-0888</p>