

Consulate-General of Japan in Chicago

Temporary Position at the Japan Information Center (JIC)

The Japan Information Center is hiring a part-time, in-person JET Program Interview Assistant for the upcoming 2025 JET Program interview season.

Details:

- This temporary position will last from mid-January through mid-February 2025. Please note that the working period may change based on the timing of JET Program interviews.
- The assistant's primary responsibility is to assist with preparation for and the execution of JET Program interviews, but other responsibilities pertaining to JET and the JIC will also be assigned.
- The pay is \$20 an hour for up to 140 hours (approximately 5 weeks).
- The work schedule is somewhat flexible within JIC opening hours (9:15am – 5pm). However, during the week of JET Interviews (tentatively January 28th – February 1st), you must work full days, including Saturday.

Requirements:

- This position is primarily **in-person** at the Japan Information Center. As such, applicants must live in the Chicagoland area and be able to commute to the Consulate in downtown Chicago. There is no reimbursement for relocation or transportation. Some remote-work days will occur during the week of JET Program interviews.
- Applicants must be alumni of the JET Program and have excellent skills in organization and communication. Japanese language ability is appreciated, but not required.
- Applicants must have their own home computer to use during remote-work days.
- Due to the nature of the work, applicants should be tech-savvy and comfortable using Zoom, Microsoft Teams, Microsoft Word, Microsoft Excel, and Google Drive. Proficiency with Excel and experience managing and hosting Zoom meetings is strongly preferred.

If interested, please send your resume to jet@cg.mofa.go.jp by **Sunday, November 24th**. We will hold interviews via Zoom for selected applicants the first week of December.