

EMPLOYMENT OPPORTUNITY
Consulate-General of Japan in Chicago
(MEXT Scholarship and JET Program Coordinator)

The Consulate-General of Japan is seeking a highly motivated, team-oriented individual for the position of MEXT (Ministry of Education, Culture, Sports, Science and Technology) Scholarship and JET (Japan Exchange & Teaching) Program Coordinator for the Japan Information Center (JIC). Please see below for details.

The Consulate offers group health insurance with 80% coverage, 20 days of paid vacation per calendar year, and sick leave. Working hours are 9:15 am – 5:00 pm Monday through Friday, with an hour of lunch break (12:15 pm – 1:15 pm). The monthly salary for this position is between \$3,800 to \$4,000 (commensurate with experience).

This is a full-time in person position. Due to the nature of the work done at the Consulate, there is no remote or hybrid flexibility.

The Consulate does not withhold federal or other taxes from employee salaries.

Start Date

Mid-April, 2025

(There will be a probation period of 3 months before being officially hired.)

Responsibilities

- Oversee the recruitment, interviewing, and departure of all MEXT Scholarship applicants in the Midwest.
- Work closely with the primary JET Program Coordinator to oversee all application processes for JET Program in the Midwest, including recruitment, interviews, and preparation for departure.
- Plan and facilitate MEXT Scholarship and JET Program events and orientations.
- Travel within the Midwest to make promotional presentations for MEXT Scholarship and JET programs (occasional).
- Assist the JIC with encouraging Japanese language study across the Midwest.
- General office responsibilities including Japan-related inquiries, event coordination, arranging itineraries for officers' travels and assisting with other Consulate duties as needed.

Qualifications

- US citizen or permanent resident holder (including Japanese with working permit holder).
- Strong communication, interpersonal, teamwork and organizational skills.
- Proficient with Microsoft Office Suite.

- Available to commute to the JIC (737 North Michigan Avenue, Chicago) for work.
- Bachelor's degree in Education, Japanese studies, International Relations or another related major is preferred.
- More than one-year of experience living in Japan is preferred.
- Previous experience participating in the JET Program is preferred.

Languages:

- English and Japanese are the working languages of the JIC. Native English speaker with Japanese proficiency is preferred.

How to apply:

Please submit a cover letter and resume in PDF format **by 4:00 pm, March 10th, 2025 (CST)**
to: jic@cg.mofa.go.jp

(Note for applicants)

- Applicants who pass the application review will be contacted for a first interview, which is planned to be held online from **March 12nd to 14th, 2025**. Candidates who pass the first interview will be invited to a second stage of the selection process.
- The successful candidate will be requested to submit their background check information. Any documents submitted to the Consulate in the course of this application procedure will not be returned to the sender.
- Any questions should be directed to jic@cg.mofa.go.jp. No telephone inquiries will be accepted. The Consulate will not be able to respond to questions regarding the results including by email.
- The Consulate does not offer relocation support or commuter benefits.