Consulate-General of Japan in Chicago

Temporary Remote Positions at the Japan Information Center (JIC)

The Japan Information Center is hiring multiple part-time, remote JET Program Interview Assistants for the upcoming 2027 JET Program interview season.

Details:

- These positions will start on Tuesday, January 19th and end on Monday, February 1st.
- The primary responsibility of the JET Program Interview Assistants is to aid the JET Program Coordinators in preparing for and executing JET Program interviews. Duties include, but are not limited to:
  - Organizing and sharing information with candidates and interviewers
  - Preparing schedules and materials for each day of interviews
  - Carefully reviewing candidate applications and serving as an interviewer
  - Coordinating online meetings and breakout rooms
- The pay is $25 an hour for up to 65 hours. The Consulate does not withhold federal or other taxes from employee salaries.
- The work schedule is somewhat flexible within JIC opening hours (weekdays from 9:15am – 5pm Central). However, during the week of JET Program interviews, you **must** be available to work full days from 8:30am – 6pm Central, including Saturday and Sunday.

Requirements:

- As this is a remote position, applicants must have their own computer with a working camera and microphone, reliable internet, and a quiet, private space from which to conduct interviews.
- Applicants must be alumni of JET Program USA and have excellent skills in organization and communication. They cannot be current applicants for the 2027 JET Program.
- Applicants must reside in the United States.
- Due to the nature of the work, applicants should be tech-savvy and comfortable using Zoom, Microsoft Word, Microsoft Excel, and Google Drive. Experience managing and hosting Zoom meetings is strongly preferred.
- Japanese language ability is not required.

If interested, please send your resume as a PDF attachment to jet@cg.mofa.go.jp by **Tuesday, December 1st** with the subject *2027 JET Program Interview Assistant Position*. We will hold interviews via Zoom for selected applicants during the second week of December. Those who are not selected for an interview will not be contacted.