

# EARLHAM COLLEGE

Classification: Japan Study Program Associate  
Department: Japan Study  
Status: Full-time, 40 hours per week  
Salary: Commensurate with experience

## **General Description**

**The Program Associate's main duty will be recruiting for the Japan Study program.** Japan Study is a long-standing, collaborative initiative linking the 27 colleges of the Great Lakes Colleges Association (GLCA) and the Associated Colleges of the Midwest (ACM) with Waseda University in Japan. **The PA** reports to the Director and assists him in the administration of various Earlham programs related to Japan, including campus programming, study abroad, faculty development, and community outreach. In addition to programs on the Earlham campus, Earlham College, a Quaker institution, is one of the nation's leading liberal arts colleges in the field of international education.

## **Responsibilities:**

- Recruiting students for the study-abroad programs in Japan--includes travel to member campuses
- Communicating with representatives and students from member colleges (letters, brochures, handbooks, e-mail, web site, program applications)
- Acting as a liaison between the consortial campuses and our Tokyo office
- Planning and implementation of orientation programs in the U.S. and Japan, webinars, and pre-departure and post-return orientations.
- Managing a semester-abroad program that sends approximately 8 Earlham students and a faculty member to Morioka each year
- Coordinating the evaluation program and completing yearly evaluation reports
- Working with Earlham faculty and students interested in Japan
- Assisting with campus programming related to Japan
- Managing communication with Earlham alumni and friends
- Facilitating two short-term exchange programs that bring middle and high school students from Japan to Indiana
- Recruiting, hiring, and orienting recent graduates for the Assistant Language Teacher (ALT) Program in Morioka and Tanohata
- Engaging in professional development activities through participation in state, regional, and national professional organizations
- Other responsibilities as assigned by the Japan Study Director

## **Qualifications:**

- A BA degree or higher, preferably in East Asia or Japanese Studies
- Participant on the Japan Study program as an undergraduate
- Study or work experience in Japan
- Excellent organizational and communication skills
- The ability to work well with students, staff, faculty, and parents
- Japanese language competency
- Experience in desktop publishing, social media, and web site management

**To Apply:** Please send a letter of inquiry that addresses the various responsibilities of the position; resume and the name, position title, e-mail address and phone number of three professional references in a single PDF or MS Word file to:

Human Resources Office  
801 National Road West  
Richmond, IN 47374-4095  
Phone: 765-983-1393  
leama@earlham.edu

Review of applications will begin on or until the position is filled.

Earlham continues to build a community that reflects the gender and racial diversity of the society at large and, therefore, we are particularly interested in inviting and encouraging applicants from racial and ethnic minorities, women, and members of the Religious Society of Friends (Quakers) Earlham is an Affirmative Action/Equal Opportunity Employer.