

## **NorthWest Student Exchange**

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### **Position: International Program Coordinator: Japan and International Programs**

Type: Full-time, Location: Seattle, Salary: DOE

Start Date: As soon as possible

#### **Responsibilities:**

As part of the NorthWest Student Exchange team, you will:

- Coordinate programs of Japanese students and students of other nations.
- Work with international partners, U.S. local coordinators, host families and students
- Coordinate program in compliance with CSIET and Department of State regulations
- Maintain excellent communication with local coordinators, students, host families, and partners
- Accurately collect, track, and record required programmatic documents and reports
- Prepare extensive student documentation for annual audit
- Screen students and host families and their applications
- Coordinate "inbound programs" of students to the U.S. as well as "outbound" American students abroad.
- Invoice participants and partner organizations
- Work with aspects of the J-1 visa as well as student health insurance
- Collaborate with NWSE team members on team projects, e.g. orientations, presentations, events, outreach...

#### **Qualifications:**

- Commitment to the mission of international student exchange, understanding and client satisfaction
- Four-year university degree
- Native Speaker Japanese language skills
- Two+ years experience in related activities, MS office, OR equivalent combination of education and experience
- Strong problem solving, decision-making, and writing skills
- Relevant experience working, studying in Japan
- Excellent customer service/interpersonal communication skills both in Japanese and English
- Ability and desire to work in a dynamic, collaborative, open-office environment
- Strong planning and organizational skills; ability to complete projects to deadlines
- Self-motivated, upbeat/positive, cooperative, detail-orientated, multi-tasker and team player with initiative
- Experience working with diverse groups of people

#### **Desired (but not required):**

- Experience in program coordination in the educational field
- Other languages (besides English and Japanese)

#### **To apply:**

E-mail resume, cover letter, references and two writing samples in Microsoft Word or PDF to [jobs@nwse.com](mailto:jobs@nwse.com) with subject line "Japan International Program Coordinator." Preference is given to applicants who reside in the greater Seattle area.