



**ASHINAGA**  
あしなが育英会

## Ashinaga Foundation

Sabo Kaikan 4F, 2-7-5 Hirakawacho, Chiyoda-ku, Tokyo 102-8639 Japan

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## Student Relations Coordinator Ashinaga Foundation (Tokyo)

The Ashinaga Foundation is an NGO based in Tokyo that strives to provide educational access to young people who have experienced the loss of one or both parents. In 2001, Ashinaga expanded beyond its domestic activities and now supports a global community of young people with a focus on Sub-Saharan Africa through the **Ashinaga Africa Initiative (AAI)** leadership program. The Student Relations Team (SRT) provides a link between the Ashinaga Foundation and the AAI Scholars. **Student Relations Coordinators (SRC)** provide support for Scholars' leadership self-development, social/cultural adjustment support and academic performance while they are studying in Japanese universities. The SRC plays an important role in the implementation of the Ashinaga Africa Initiative and the position encompasses a wide variety of duties and responsibilities.

<b>General</b>	<b>Start Date:</b> From August 2022 (earlier preferred) <b>Location:</b> Tokyo, Japan (2-3 days per week remote work allowed)
<b>Duties</b>	<p>We are looking for a <b>Student Relations Coordinator (SRC)</b> to join our dynamic team based in the Tokyo office to support the Ashinaga Africa Initiative (AAI) Scholars studying at universities across Japan. As a member of the Student Relations Team, your duties would entail:</p> <ol style="list-style-type: none"><li>1) Coordinating activities, programming &amp; administrative tasks related to student support, in accordance with the mission of the AAI:<ul style="list-style-type: none"><li>• Coordinate the orientation and onboarding of AAI Scholars in Japan at the beginning of their first year and provide general support each subsequent academic year.</li><li>• Coordinate Ashinaga Scholars' participation in the required AAI leadership program activities, including but not limited to: <i>Tsudoi</i> student camp activities (high school, university and international), student fundraising activities, the Ashinaga internship program, the Ashinaga Proposal research project, career development activities and Japanese classes.</li><li>• Confirm that Scholars are on track to complete their required program components within the timeframe stipulated in the AAI terms &amp; conditions.</li><li>• Ensure timely processing of financial transactions related to Scholar support, such as processing living stipends, research funding requests, tuition payments etc.</li><li>• Coordinate with external parties such as academic institutions regarding school fee payments and other administrative tasks.</li><li>• Liaise with Program Coordinators in Ashinaga Uganda and Ashinaga Senegal to deliver Study/Preparation camp content for Japan-bound Scholars.</li><li>• Facilitate the transition of students from Study/Preparation camps to Ashinaga Japan, including logistics relating to flights and accommodations.</li><li>• Assist Scholar transition to the Ashinaga Graduate and Alumni program.</li></ul></li></ol>



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	<ul style="list-style-type: none"> <li>• Work with other Ashinaga staff, including those in overseas offices, to further improve the AAI programming by contributing to drafts of policies, guidelines etc. when requested.</li> </ul> <p>2) Providing social/cultural adjustment support and well-being programming for AAI Scholars in Japan:</p> <ul style="list-style-type: none"> <li>• Conduct regular well-being check-ins with Scholars and provide guidance as needed.</li> <li>• Within SRT, produce new student orientation content and leadership programs, including executing the annual International Tsudoi student camp.</li> <li>• Encourage Scholars to access resources &amp; opportunities for self-development of their leadership potential.</li> <li>• Undertake training/professional development, where available, to improve the quality of support that SRT provides.</li> </ul> <p>3) Acting as a point-of-contact for the AAI for Scholars in Japan:</p> <ul style="list-style-type: none"> <li>• Be a designated point-of-contact to Scholars in case of an emergency.</li> <li>• Internally process invoices and reimbursements submitted by Scholars in accordance with their scholarship support.</li> <li>• Prepare the Annual Student Report for designated Scholars for review by the AAI Directors and the foundation President.</li> </ul> <p>4) Providing academic guidance and career development to AAI Scholars</p> <ul style="list-style-type: none"> <li>• Review university grade reports, and proactively address academic concerns.</li> <li>• Conduct annual campus visits to Scholars' academic institutions and liaise with university staff as needed.</li> <li>• Liaise with Japanese teachers for Scholars' Ashinaga-provided Japanese lessons.</li> <li>• Work with the AAI Professional Network &amp; Career Development team to support Scholars job-hunting support and resources, including internships in Sub-Saharan Africa and Japan.</li> </ul> <p>5) Other duties as required.</p>
<p><b>Requirements</b></p>	<p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li>• <b>【English】</b> Native or Fluent</li> <li>• <b>【Japanese】</b> Conversational Level</li> <li>• Bachelor's degree or higher.</li> <li>• At least three years of relevant work experience.</li> <li>• Strong team player; willing to take on tasks both large and small.</li> <li>• Experience working with students, especially those from diverse backgrounds.</li> <li>• Experience working in a school or non-profit that serves youth.</li> <li>• Strong organization &amp; administrative skills.</li> <li>• Ability to prioritize and multi-task independently.</li> <li>• Cultural competency including knowledge of diverse cultures.</li> <li>• Interest in international development, particularly relating to the African continent.</li> <li>• Experience working with people from vulnerable backgrounds.</li> <li>• Comfortable working in a multi-cultural environment.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Background in international exchange programming/activities.</li> <li>• Experience, or evidence of interest, in international education.</li> <li>• Ability to be adaptable and comfortable with ambiguity in a rapidly evolving leadership program.</li> <li>• Willingness and ability to travel domestically and internationally (e.g. within Japan multiple times a year; possibly to Uganda or Senegal once a year). <i>**Contingent upon pandemic conditions</i></li> <li>• Understanding of the mission/purpose of the AAI and the underlying values of the Ashinaga Foundation.</li> </ul> <p><b>Highly Preferred</b></p> <ul style="list-style-type: none"> <li>• <b>【 Japanese 】</b> JLPT N2 or higher; translation or interpretation experience.</li> <li>• Experience/training regarding mental-health awareness, DEI, trauma-informed care, or any other wellbeing best practice training that would apply to working with youth.</li> </ul> <p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>• <b>【Other languages】</b> Knowledge of French or Portuguese a plus.</li> <li>• Experience using Japanese in a work environment.</li> <li>• Previous work experience in Japan.</li> <li>• Previous experience working or studying on the continent of Africa.</li> <li>• Knowledge of the Japanese higher education system.</li> <li>• Experience with academic advising/academic support of students.</li> <li>• In lieu of direct experience, highly motivated candidates who have engaged in relevant studies or with relevant lived experience will be considered.</li> </ul>
<p><b>Benefits</b></p>	<p><b>Salary:</b></p> <ul style="list-style-type: none"> <li>• Starting from ¥3,960,000 for the first year; salary commensurate with experience.</li> <li>• One-year contract; the contract may be renewed upon discussion.</li> </ul> <p><b>Other Benefits:</b></p> <ul style="list-style-type: none"> <li>• Round-trip economy class flight (at the beginning and end of your employment with Ashinaga), visa support, Japanese lessons, inclusion on employee insurance program, 20 paid holidays per year (excluding national holidays and weekends).</li> </ul>
<p><b>How to Apply</b></p>	<p>To apply, using Subject: <b>“LAST NAME - Japan SRT Hiring”</b>, please submit by email your CV/resume and a one-page cover letter by <b>June 30<sup>th</sup> 2022</b> to:</p> <ul style="list-style-type: none"> <li>• <b>Chieko Nanayama - HR Manager</b> (<a href="mailto:nanayama.c@ashinaga.org">nanayama.c@ashinaga.org</a>)</li> <li>• <b>Jennifer Butler - Team Director</b> (<a href="mailto:butler.j@ashinaga.org">butler.j@ashinaga.org</a>)</li> <li>• <b>Kayo Torii - AAI Director</b> (<a href="mailto:torii.k@ashinaga.org">torii.k@ashinaga.org</a>)</li> </ul>
<p><b>Contact</b></p>	<p><b>Ashinaga Foundation</b> <b>Ashinaga Africa Initiative</b> Sabo Kaikan 4F, 2-7-5 Hirakawacho, Chiyoda-ku, Tokyo 102-8639 Japan TEL : 03-3221-0888</p>