

Position: Summer School Coordinator

Employment Status: Full-time employee

Employment Location: UWC ISAK Japan Campus
(5827-136 Nagakura, Karuizawa, Kitasaku-gun Nagano, 389-0111 Japan)

Start Date: ASAP

Key Responsibilities:

Logistics:

- Summer School Budget Management
- Management of inventory and purchasing supplies for SS
- Booking of travel for counselors and teachers
- Coordinate with visa specialist for visa for teachers/students
- Manage local hires (Nurse and PT worker)
- Manage health care forms for nurse prior to student arrival
- Manage volunteers for arrivals and departures of students
- Coordinate with Facilities to make sure venue is prepared
- Coordinate with IT to make sure Teachers/students have what they need
- Coordinate Parent Day with Admissions Team
- Coordinate with Admissions and Marketing for recruitment
- Coordinate with Admissions for selections
- Manage arrival details for incoming students (as of tuition confirmation)
- Coordination with Development Team on FA/Donor relations
- Coordination with FA office for FA offers
- Coordinate with the UWC IO on all Short Course Details

Program design and curriculum coordination:

- Evaluate program feedback and identify key areas for change/improvement
- Seek additional feedback and clarification from team members
- Create vision of program goals and direction
- Define key program and curriculum elements and purpose
- Create overall program plan and structure
- Guide faculty and counselors toward designing and delivering content in a way aligns with foundational principles of leadership and design
- Staff recruitment and mobilization
- Maintain connection with former team members and recruit from that pool as a base for program/culture continuity
- Design and execute recruitment process for all counselors and faculty including revision of applications, conducting interviews and assessment
- Ensure a team that represents diversity of background and perspective
- Outline clear processes for team member on boarding and logistical procedures (flight bookings, preparation timelines, travel coordination, etc.)

Communication:

- All necessary communication associated with the above functions
- Internal communication with admissions team, etc. to align needs and program information for recruitment messaging
- Field all staff-related inquiries; as well as admitted students and parents inquiries
- Program and curriculum-related communications with students and families
- On-site directorship throughout the program
- Coordinate final preparation for program (from approx. 1 month in advance) including in particular program schedule, residential and other activity assignments, curriculum finalization, supplies and facility preparation, team arrival
- Coordinate team and student orientations
- Communicate and model structures, processes, and practices for creating an effective community together
- Provide coaching and advisement for other staff and team members
- Decision-maker for major program and disciplinary questions
- Provide feedback and direction to courses, etc.
- Facilitate team interactions and shared processes (e.g., team meeting)
- Ensure overall cohesiveness of program elements
- Model with deep intentionality the mindsets and practices essential to the community culture

How To Apply

Please submit the following documents to recruit@uwcisak.jp.

Please note that we will only contact applicants who passed the applicant screening:

- Cover Letter (A4/One page)
- Resume

Note: All new employees are subject to a probationary work period prior to being offered a permanent job contract.

General Information**UWC ISAK Japan Core Values****A Shared UWC Mission**

UWC makes education a force to unite people, nations and cultures for peace and a sustainable future.

Our Distinct Identity

At UWC ISAK Japan we empower each other to be transformational leaders who explore new frontiers and make a positive impact today and in the future.

We believe not only in the power of education, but also in the power of young people to become catalysts for positive change. We aim to create an environment where students learn to understand and appreciate different perspectives, challenge themselves academically and emotionally, and develop their innate potential as change-makers who can identify what is most important and needed, take action in the face of discomfort, use diversity as a strength, and support others in this practice.

Our Motto

Our school motto reflects our hopes for and dedication to all UWC ISAK Japan students as they journey through one of the most important and exciting times of their lives.

One Life. Realize Your Potential. Be a Catalyst for Positive Change.

Leadership Education at UWC ISAK Japan

Part of our distinct identity as a UWC is our focus on leadership, specifically leading ourselves and leading with others.

We believe in transformational leadership.

Who is a transformational leader?

A transformational leader is someone who consistently identifies what is most important and what is needed, takes action in the face of discomfort, uses diversity as a strength, and supports others in this practice. With continuous practice, a transformational leader creates positive change within self and the community at large.

A transformational leader consistently applies these foundational skills of leadership:

- Awareness: Deeply observes oneself and the environment, and understands what is important for self and the greater good.
- Connection: Empathizes with members of a community, understands their diverse potentials and values, and supports them towards a common goal.
- Action Taking: Steps out of one's comfort zone to courageously bring ideas to life.
- Self-Discipline: Responds positively to challenges with measured reflection, growth mindset, resilience and optimism.
- Creativity: Generates innovative ideas and questions and builds upon those of others

Leadership is a practice.

Leadership is not a position or status that a selective group of people earn, whether by the virtue of their economic or social position in society or their innate demeanor or personality. At UWC ISAK Japan, we believe that leadership is a practice. This practice is integrated into our [curriculum](#), and we believe that with practice, individuals can grow and integrate the essential skills of leadership.

About UWC

Founded in 1962, UWC (United World Colleges) is a global education movement that makes education a force to unite people, nations and cultures for peace and a sustainable future. UWC is comprised of schools and colleges in 17 countries, with national committees and selection contacts in more than 155 countries. UWC fosters a lifelong commitment to social responsibility, and to date has inspired a network of 60,000 alumni who believe it is possible to work for positive change.

The majority of students attending UWCs are selected by UWC national committees. In support of the belief that education should be independent of a student's ability to pay, 70% of national committee selected IB Diploma students receive full scholarships. The UWC movement places a high value on experiential learning, outdoor education, service and other cultural understanding, alongside the academically challenging International Baccalaureate Diploma Programme (IBDP).

About UWC ISAK Japan

UWC ISAK Japan is Japan's only full-boarding international high school and the newest member of the United World Colleges movement. Following the Japanese school system, UWC ISAK is a three-year high school, with all students in grades 11 and 12 following the IB Diploma Programme curriculum. The school is accredited by

the Japanese Ministry of Education (MEXT), and all graduates receive a Japanese high school diploma. Currently, 187 students from 73 countries attend UWC ISAK Japan, with 70% of students receiving full or partial need-based scholarship support. 30% of enrolled students are Japanese, with the remaining 70% coming from homes outside of Japan.

Location

Karuizawa is located in Nagano Prefecture, home to the 1998 Winter Olympics and fondly referred to as the "Roof of Japan." Karuizawa has been attracting an international mix of visitors since the late nineteenth century. The mountainous climate keeps Karuizawa cool and comfortable during Japan's summer months, making it a popular escape from Tokyo's heat and humidity. Karuizawa experiences four seasons with regular snow in the winter which generally lasts from early December through February. Monthly temperatures average between 21 and -5 throughout the year.

While the full-time population of Karuizawa is fewer than 20,000, the population of the town increases dramatically during the summer tourist season. From Tokyo, it takes approximately 70 minutes to reach Karuizawa station on the Shinkansen (Japanese bullet train).

Karuizawa is a favorite destination for outdoor enthusiasts and offers year-round recreation including hiking, cycling, tennis golf and skiing. In addition, a vibrant arts & crafts scene includes art galleries and museums, a performing arts center, a symphony hall, and a community symphony. There are also many good restaurants with wide ranging cuisines, a large upscale outlet mall with designer shops, a variety of onsen hot springs and a local volcano, Mt. Asama.

UWC ISAK Japan is located on the outskirts of Karuizawa in a quiet residential community, and the school is not within easy walking distance to a train station or a large supermarket. Schooling options for faculty children are limited to the local public schools where all instruction and communication is in Japanese. We are not able to guarantee admission to UWC ISAK for faculty children in grades 10-12 or to guarantee scholarships if faculty children are admitted.

For more information about the town of Karuizawa, please go to the following website:

<http://www.japanvisitor.com/japan-city-guides/karuizawa-guide>