

SUMMER SCHOOL 2022

STAFF OPPORTUNITIES

Summer School 2022 Staff at UWC ISAK Japan Summer School

Dates: July 17 – Aug 3, 2022 (students will arrive on July 21 and depart August 2)

Position: Staff - Community Coordinator

Deadline: Rolling Basis - [Click here](#) for the application form

Precondition due to covid-19 border restrictions*: Due to current border restrictions we can only accept team members who are residents of Japan (at the time of summer school) OR hold a Japanese passport and can comply with government quarantine regulations if coming from abroad.

Salary: ¥250,000 before tax

Benefits: Transportation cost within Japan to and from UWC ISAK campus. Room & Board for the entire stay on campus (housing, meals).

UWC ISAK Japan offers a unique experience for adults who enjoy working with children in a diverse school setting. Our short course (“ISAK Summer School”) focuses on three core components: Leadership, Design and Diversity. Summer School brings in middle school students with a diverse background and is seeking energetic and caring staff members who can support and organize the program, team and students during our 13-day summer program held at our beautiful campus in Karuizawa, Japan. This year students will mainly come from within Japan as long as borders are closed to short term visitors. Students will be Japanese or international students living in Japan.

Staff's role in the program:

As a staff member, you will have the opportunity to contribute to program design and preparation, serve as a go-to for program-related questions and resources, support logistics and operations, coach and mentor other team members, and incorporate real time feedback into participants' experience in a hands-on immersive environment.

Please note that specific tasks will vary based on potentially unforeseen program needs. Staff members are relied upon to pay attention to needs that arise, and respond proactively based on their best judgement. Expectations are likely to include, but may not be limited to the items below.

Preparation: Work with other staff to finalize design of program structure and prepare related documentation for participants, gather and organize supplies, coordinate participant arrivals,

Operations: Support other staff in addressing participant needs throughout the program; answer program-related questions, organize and facilitate execution of event logistics, prepare and communicate important information to other participants,

Student life: Serve as go-to for residential support beyond counselors' capabilities, be available to coach and mentor students and team members alike, monitor community atmosphere and student energy, help plan activities and schedule

Team coordination: Work with other staff to design and execute team orientation, organize and facilitate team meetings/discussions, perpetuate positive team culture and serve as an example of UWC ISAK values and practices, facilitate exchange of ideas and create opportunities for team development

A successful applicant will be highly organized and able to adapt to planning and program changes. The ability to work collaboratively is essential. In addition, the ideal candidate has experience as an administrative assistant, project coordinator, or school admissions officer. Ultimately, a successful staff member will be able to ensure effective communication between Summer School faculty, staff, admissions, parents, and students.

If you are interested in the position, please:

1. Respond to the staff application [here](#) and submit your CV through the form.
2. Send any requests for additional information to our Summer School Office at summer@uwcisak.jp

***Recruitment Timeline**

All dates JST, all deadlines 23:59 PM JST on specified date

- *Jan 30* - application period ends
- *Feb 6* - qualified applicants notified of progress to round two, interview requested
- *Feb 7 -13* - interview period
- *Feb 20* - deadline for UWC ISAK to notify applicants of result/decision
- *Feb 27* - deadline for acceptance of offers, waitlist notified as appropriate
- *Mar 6* - UWC ISAK releases remaining waitlist, sends formal welcome to all team members, includes travel and health surveys

PROGRAM AND CURRICULUM INFORMATION

Program Goals (these apply to students and staff alike!)

Participants will Practice	Participants will Experience
Bringing attention to what is important for themselves and for others	Learning new things about themselves, and connecting with others
Taking action , independently and collaboratively, based on what's important	Accomplishment , large and small, and feeling empowered to do more
Approaching others with empathy , seeking understanding in their environment and community members	Creating a diverse environment that acknowledges and understands different values and opinions
Applying design thinking and leadership principles to create change in themselves and their communities	Being innovators who can bring tangible growth for themselves and others based on what is important and needed

General Curriculum Priorities:

- We want participants to learn how to design solutions, take action and enable change.
- Leadership, Design and Diversity are the core principles underpinning the curriculum.
- The learning is experiential and project-based.

*We are currently planning to hold Summer School on the UWC ISAK Japan campus in Karuizawa. We will work closely with local health authorities to ensure we are taking the utmost caution and employing virus prevention best practices (such as PCR testing, mask wearing, sanitization, distancing, etc.). Our final safety measures will be determined by the up-to-date circumstances as we approach the start of Summer School in July.

**We are committed to an equitable, diverse, and inclusive UWC ISAK Japan Summer School Team. We welcome applications from all qualified persons. We encourage women; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas at UWC ISAK Japan to apply.

GENERAL INFORMATION

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 18 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.

In addition to the high school program, UWC ISAK Japan also runs annual Summer School and Winter School programs, as well as ISAKx, an online educational program.

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.

For more information about the town of Karuizawa, please go to the following website:
<http://www.japanvisitor.com/japan-city-guides/karuizawa-guide>