

Temporary Assistant to the JET Program Section

Japan Exchange & Teaching Program Selection 2019

About the Position

The Consulate General of Japan in Detroit is seeking a talented, hard-working individual to assist the JET Program section during the JET Program selection period in early 2019. This is a temporary contract position which will be for a duration of 14 business days, to take place from January 14th-February 1st. (The Consulate will be closed Monday, January 21st in observance of Martin Luther King Day.) Wages are non-negotiable and do not cover any taxes for which you may be responsible at a later time (social security, etc.) or parking/transportation.

Duties and Responsibilities

- Assist with JET-related tasks and responsibilities including but not limited to:
 - Printing and making copies of candidate files and important documents
 - Organizing and disseminating information to interviewers
 - Preparing materials for each day of interviews
 - Collecting and processing data in a timely manner
- Assist the Consul in charge of the JET Program as well as the JET Program Coordinator as deemed necessary for the preparation of JET Program interviews.
- Assist during JET interviews as a greeter in Consulate lobby. Will be responsible for keeping track of interviewees, distributing and collecting necessary paperwork during JET Program interviews which will be taking place from January 29th-February 1st.

Experience and Skills

- Be willing and interested in acquiring detailed knowledge of the JET Program application process
- Strong verbal and written communication skills
- Superior multi-tasking and organizational skills, particularly in the area of scheduling and/or event planning
- Experience working with Microsoft Office
- Previous participation on the JET Program preferred but not required

To Apply

Please e-mail your resume and cover letter to rhea.young@dt.mofa.go.jp and type “Temporary JET Program Assistant” in the subject line. The deadline for application is Friday, November 30th. Strong applicants will be contacted for interviews shortly thereafter.

