

**Showa Boston Institute of Language & Culture**  
**Academic Department Assistant**

**Background**

Showa Boston Institute of Language and Culture is a residential academic institution for about 250 students established by Showa Women's University in Tokyo in 1988. Its mission is to increase students' English proficiency, to develop their cross-cultural awareness, and to foster their personal growth. The 40-acre campus rests on a hilltop overlooking the Boston skyline. At the heart of the campus are administrative offices, residences, a dining hall, and educational facilities.

**Position Summary**

The Academic Department Assistant will provide organizational and administrative support for the Program Director, Curriculum Director and Academic Programming Coordinator, as well as other members of the Academic Department team and will assist in many activities related to academic programming both on and off-campus.

**Essential Functions**

- Manages calendars for the Academic Department
- Manages all aspects of the Student Library
- Manages Guest Speaker/Concert Series
- Manages Academic Department bulletin boards
- Assists with Academic Department tasks-including, but not limited to the following:
  1. Scheduling (coordination of off-campus transportation, scheduling classrooms and meetings, etc.
  2. Fulfillment of inter-departmental requests (liaison with other departments, including Finance, Transportation, Technology, Sodexo, etc.
  3. Ordering supplies, restocking, and inventory
  4. Creating & maintaining spreadsheets, databases, records and confidential files
  5. Even planning (ceremonies and planning, etc.).
  6. Creating, maintaining and updating Educational Technology (MOODLE).
  7. Assist with the preparation of workshops for the Academic Department.
  8. Minimal faculty and student support (orientations, setting up offices, classrooms, etc.).

**Other Duties**

- Periodically cover the front desk
- General Department Assistance

- Database input and maintenance
- Occasional tech support for the Academic Department (students & faculty)

The Academic Department may assist the Program Director and the Academic Programming Coordinator in orienting and training temporary workers or interns.

### **Required Qualifications**

- Detail-oriented
- Proficient with Microsoft Office applications, including Word, Excel and PowerPoint
- Experience with online learning platforms (MOODLE)
- Excellent verbal and communication skills
- Demonstrated ability to exercise discretion handling sensitive and confidential issues
- Strong administrative and planning skills
- Ability to handle multiples priorities and manage frequent interruptions.
- Ability to be proactive
- Ability to meet specified deadlines

### **Preferred Qualifications**

- Experience with international students and/or study abroad, a plus
- Experience with Microsoft office 365, a plus on attention to detail and organizational skills

### **To Apply**

For more information, visit [www.showaboston.org/employment.html](http://www.showaboston.org/employment.html). Please send a cover letter and résumé to [HR@showaboston.edu](mailto:HR@showaboston.edu). EOE