



**NYU**

**SCHOOL OF  
PROFESSIONAL STUDIES**

## **NYU School of Professional Studies Tokyo ASSISTANT DIRECTOR, PROGRAMS**

NYU School of Professional Studies is pleased to announce the expansion of NYU School of Professional Studies Tokyo (NYUSPS Tokyo). Our mission is to equip learners with the knowledge, skills, and confidence to succeed professionally. Established in 2013, NYUSPS Tokyo was modeled on the NYUSPS American Language Institute, one of the first English language centers in the world. NYUSPS Tokyo delivers a high-quality Global English Program to Japanese learners. We are committed to expanding program offerings with a range of professional development courses in key industry areas critical to Tokyo’s economic targets. Courses will be taught in English and Japanese at our cutting-edge facility in Shinagawa.

The Assistant Director, Programs will be a member of the NYU SPS Tokyo leadership team responsible for overseeing program delivery, supervising faculty, and providing cross-program operational support.

### **Responsibilities**

Program delivery	<ul style="list-style-type: none"> <li>● Support the Director to develop and deliver high quality, commercially viable English language and industry-specific professional development programs.</li> <li>● Manage all aspects of program delivery, including project planning, establishing schedules and workflows, allocating resources, etc.</li> <li>● Work with the Director to plan and deliver one-off, high profile events including industry workshops and conferences to extend our reach and build brand awareness.</li> </ul>
Faculty coordination	<ul style="list-style-type: none"> <li>● Administer course evaluations and manage curriculum development and review.</li> <li>● Support hiring and onboarding of full-time and adjunct faculty. Ensure faculty adherence to Center policy, teaching standards, and student learning objectives.</li> <li>● Expand the adjunct faculty team to meet the needs of English language and professional content courses taught in English and Japanese.</li> </ul>
Operational support	<ul style="list-style-type: none"> <li>● Be the primary contact on the academic and operational needs of the programs, including: <ul style="list-style-type: none"> <li><input type="checkbox"/> Determining faculty schedules and course assignment</li> <li><input type="checkbox"/> Addressing special student situations</li> <li><input type="checkbox"/> Responding to faculty administrative requests</li> </ul> </li> <li>● Serve as primary liaison between faculty and operations teams.</li> </ul>



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### **Education**

Bachelor's or Master's degree in business, management, TESOL, or education

### **Experience**

- 8-10 years' work experience including supervisory responsibility
- Management and successful delivery of large-scale, complex projects
- Experience operating in a multicultural and bilingual professional environment (Japanese/English)

Preferred: Educational program development and administration; professional experience in US and Japan Higher Educational institutions

### **Skills and Knowledge**

- Project management: plan, develop, implement, and evaluate academic programs
- People management and leadership
- Written and spoken fluency in Japanese and English
- Ability to balance the needs of diverse stakeholders in a challenging environment
- Commercial savvy and market awareness
- Interest in the Japanese educational landscape, issues, and trends

### **Location and Schedule**

This is a full time position based in Shinagawa, Tokyo. Candidates must be willing and able to work some evenings and Saturdays.

Interested candidates should email a cover letter and CV to Barnaby Pelter, Director NYU School of Professional Studies Tokyo: [barnaby.pelter@nyu.edu](mailto:barnaby.pelter@nyu.edu)