

## **Job descriptions for overseas office staffs**

(1) Provision of information and consultation about Study in Japan (online, telephone, letter, e-mail, face to face consultation).

- ① To provide counselling on Study in Japan (during business hours, daily).
- ② To send Study in Japan materials to related consultants and/or related organizations.
- ③ To report the number of consultations to staffs in Japan.
- ④ To read trends from the number and content of daily Study in Japan consultations and contact staffs in Japan so that they can be reflected in material collection policies, surveys, etc.
- ⑤ To hold seminars and other events organized by the overseas office regularly.

(2) Create Study in Japan materials

- ① To create information on Study in Japan (translation from Japanese and English etc.).
- ② To collect information from related organizations.
- ③ To create a local language version of STUDY IN JAPAN - Basic Guidelines -.

(3) Publicity and information provision using websites and SNS

To update and to maintain the website of JASSO Overseas Office and SNS (Facebook etc.) and to provide a wide range of information on JASSO's nature of business and international student exchange.

(4) Gather information on local higher education

To gather, to translate, and to report information on the current status of local higher education institutions (including those related to studying abroad).

(5) To run Study in Japan fairs and to participate in various educational fairs

- ① To provide explanations and consultations during Japan Education Fair organized by JASSO.
- ② To create materials for the fairs.
- ③ To coordinate with person in charge for the venue, contractor and related organizations.
- ④ To cooperate with Study in Japan fairs etc. that held by the Japanese diplomatic mission.

⑤ To provide talks and consultations at further studies fair held by Malaysian government cultural institutions, Malaysian educational institutions etc.

(6) Contact and affiliation with Japan graduates' association

Get the cooperation from Japan graduates' association in publicizing and conducting Japan Education Fair.

(7) Follow-up with Malaysian students who have studied in Japan and returned to Malaysia

To provide cooperation and publicity to the follow-up projects conducted by JASSO.

(8) Cooperation of EJU

To conduct EJU promotion activities and to response to inquiries by cooperating with the body that conducts EJU twice per year; to presence on the examination day and to handle with any troubles.

(9) Cooperation with universities that permit admission before arrival in Japan

To provide a place for overseas interviews and internet-based interviews to universities that provide admission before arrival in Japan.

(10) Cooperation with related organizations

To gather, to organize and to disseminate information; and, to strengthen networks with related organizations such as Japan graduates' association in order to promote international students to work for Japanese companies.

To cooperate or to make partnership with the Japanese embassy, consulates, the Japan Foundation and other public organizations, as well as local offices of Japanese universities.

(11) Cash management

To manage the office, to pay the office operation fund and business execution based on the remittance budget ;and, to report on the execution status every month.