



【京都キャンパス】営業/学生リクルーター（新規&ルート営業経験者歓迎！） Exclusive

job

営業×英語が活かせる仕事！ 海外のような職場（米国大学の日本校）環境！

Job Information

Hiring Company

Temple University, Japan Campus

Job ID

1471536

Division

Admissions Counseling (AC) department

Industry

Education

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Kyoto Prefecture, Kyoto-shi Fu-shi Mi-ku

Train Description

Main Line, Fujinomori Station

Salary

4 million yen ~ Negotiable, based on experience

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

Main office hours: 9:00 to 17:30, Monday to Friday. 37.5 hours

Holidays

土日祝及び、大学カレンダーに準ずる、年間休日数（125日）

Refreshed

May 10th, 2024 08:00

Application Deadline

May 31st, 2024

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description**Position:** Domestic Admissions Counselor (Student Recruiter) based in Kyoto**Department:** Admissions Counseling (AC)**Position type:** Full-time Staff**Work hours:** Main office hours: 9:00 to 17:30, Monday to Friday.

37.5 hours per week

(Some weekend and holiday work required, compensatory time given)

Location: Kyoto Campus (Fujinomori station)

(This position will start as a full remote until the new satellite campus in Kyoto is open.)

Report to: Director, Domestic Admissions**Visa Requirement:**

Temple University, Japan Campus (TUJ) is able to sponsor a visa for this position.

Salary & benefits:

Commensurate with experience.

Eleven (11) days paid vacation in the first fiscal year (July-June) increasing to 20 days after 6 years of employment, plus 5 paid "personal and sick days" each year. In addition, approximately two weeks company-wide break over Christmas/New Year. Japanese social insurance and pension, commuting/telework allowance, a welfare-discount program membership, retirement payment system and tuition benefits for Temple University, Japan Campus (TUJ) programs.

Overview of position:

Starting in January 2025, Temple University will broaden its presence in Japan through the establishment of a new satellite campus in Kyoto. Over the past three years, TUJ has experienced unprecedented growth, including an 80% increase in its undergraduate student population. In connection with our new satellite campus in Kyoto and to support further growth in the Kansai region, TUJ is seeking a motivated and outgoing Admissions Counselor for the domestic Japanese market to support university recruiting and advise prospective students. The admissions counselor will be responsible for all aspects of student recruitment by visiting high schools and other educational institutions, attending university admission events, arranging information sessions and campus tours, and initiating campaigns to induce students to attend TUJ. Candidates should be either residing in or able to relocate to the Kansai region and be able to occasionally travel to Tokyo for training purposes. The role requires some travel within Japan.

Primary responsibilities

- Represent TUJ and its vision to prospective students, parents, school counselors, academic institutions and other entities in the Kansai region (focus on the western Japan, not limited to Kyoto/Osaka)
- Visit local Japanese high schools and international schools to establish, develop and maintain positive relationships (both existing and new connections)
- Plan and execute projects to increase the number of inquiries, applications, and new/transfer students from the western part of Japan
- Attend university/education fairs and give presentations about TUJ to prospective students and parents
- Organize on-campus and online events to promote the new satellite campus and increase application numbers (See our Information Sessions)
- Follow up with prospects, conduct individual counseling and campus tours, and assist with prospects' application process
- Develop strategic recruiting plans that align with TUJ's business goals
- Achieve recruiting targets
- Collaborate with other team members and departments to optimize recruiting efforts

Application Process

Review of applications will begin immediately.

Send applications to tujjobs@tuj.temple.edu with the following three items as attachments:

1. a cover letter highlighting relevant experience and what appeals to you about the position
2. a resume or curriculum vitae
3. a list of two references with contact information

Indicate the title and location of the position you are applying for in the email subject box. Also, we would appreciate it very much if you could let us know from which website/resource you found out about this position.

Only candidates selected for an interview will be contacted.

Temple University, Japan Campus is committed to equal employment, and to increase diversity and inclusivity in both its community and curricula. All qualified applicants shall have full and equal consideration for employment. The university does not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law. Candidates who can contribute to the institution's goals are strongly encouraged to apply.

Required Skills**Required Qualifications & Experience**

- Native or native-level Japanese with business-level English skills
- Sales and/or marketing experience
- Excellent communication skills with customer focus
- Self-motivated and independent
- Working knowledge of CRM systems
- Excellent PC skills (PowerPoint) to give presentations

Preferred Qualifications and Experience

- Experience at educational institutions
- Experience in digital marketing and advertising
- Proficient in marketing research and statistical analysis
- Bachelor's degree in business, marketing, or related field
- Experience studying at universities in the U.S.
- Intermediate Excel and Word skills

Company Description