




Editor (編集者)  Exclusive job

Working at American University in Japan

Job Information

Hiring Company

Temple University, Japan Campus

Subsidiary

Temple University, Japan Campus (TUJ)

Job ID

1475166

Division

Communications and Marketing Support

Industry

Education

Company Type

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

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Part-time

Location

Tokyo - 23 Wards, Setagaya-ku

Train Description

Tokyu Denentoshi Line, Sangenjaya Station

Salary

Based on hourly rate ~ Negotiable, based on experience

Work Hours

14-20 hours per week

Refreshed

May 17th, 2024 00:00

Application Deadline

June 30th, 2024

General Requirements

Minimum Experience Level

Over 1 year

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

Permission to work in Japan required

Job Description

Position:	Editor
Department:	Communications and Marketing Support
Position type:	Part-time (Contractor)
Work Hours:	14-20 hours per week (Main office hours: 9:00 to 17:30, Monday to Friday) Option for telework/flex hours.
Location:	Tokyo Campus (Sangenjaya station)
Report to:	Assistant Director of Content
Visa Requirement:	This position is only available to applicants who are eligible to work in Japan
Salary & Benefits:	Salary commensurate with experience.

OVERVIEW OF POSITION

TUJ is seeking a skilled and detail-oriented Part-Time Editor to join our Communications and Marketing Support Department. The ideal candidate will have a passion for storytelling, exceptional editing skills and a keen eye for detail. The Editor will work closely with the Assistant Director of Content and will be responsible for consolidating internal and external communication, as well as ensuring the accuracy, clarity, and consistency of content across various communication channels.

JOB RESPONSIBILITIES

The Editor is mainly responsible for two areas of tasks but are not limited to:

Editing and Proofreading

- Collaborate with writers, designers, and other internal / external members to refine content and ensure messaging is effective and impactful.
- Review and edit a wide range of written materials, including program brochures, articles, website content and marketing promotional materials.
- Ensure content adheres to brand guidelines, style guides, and best practices in grammar, punctuation, and spelling.
- Conduct thorough quality checks to verify factual accuracy, consistency, and adherence to university standards.

Collaboration and Communication

- Liaise with both internal and external stakeholders to consolidate inquiries and information of projects.
- Work closely with cross-functional teams to collect information, provide editorial support and ensure alignment with communication goals.
- Communicate effectively with stakeholders to understand project requirements, provide feedback and address concerns.
- Maintain high standards of quality and ensure all content meets deadlines and objectives.

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; and
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.

Required Skills

QUALIFICATIONS AND EXPERIENCE

- Native-level Japanese speaker, with understanding of written English
- Bachelor's degree in journalism, Communications or a related field
- Experience (2 years or more) in editing, copywriting, graphic design, or content creation, preferably in a marketing setting
- Exceptional writing, editing, and proofreading skills in Japanese, with a strong command of grammar, syntax, and style
- Proficiency in Microsoft Office Suite and content management systems (CMS)
- Ability to multitask, prioritize assignments and meet deadlines in a fast-paced environment
- Strong interpersonal skills and the ability to collaborate effectively with diverse teams
- Detail-oriented with a critical eye for accuracy and consistency in bilingual content and graphics
- Experience with fact-checking and a strong attention to detail

PREFERRED QUALIFICATIONS AND EXPERIENCE

- Business-level proficiency in English (TOEIC L&R above 800)
- Writing, editing, and proofreading skills in both Japanese and English, with a strong command of grammar, syntax, and style
- Experience in bilingual editing
- Proficiency in graphic design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign), with a particular focus on Adobe Illustrator
- Familiarity with SEO principles and digital marketing strategies

Company Description