



Academic Advisor / Associate Academic Advisor, Undergraduate

Working at American University in Japan

Job Information

Hiring Company

[Temple University, Japan Campus](#)

Subsidiary

Temple University, Japan Campus (TUJ)

Job ID

1529148

Division

Undergraduate Programs

Industry

Education

Company Type

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

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards, Setagaya-ku

Train Description

Tokyu Denentoshi Line, Sangenjaya Station

Salary

4 million yen ~ Negotiable, based on experience

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

37.5 hours per week (9:00 to 17:30, Monday to Friday)

Holidays

Weekends, Public Holidays, approx. 2 weeks over New Year

Refreshed

April 30th, 2025 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Native (Amount Used: English usage about 75%)

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description**Position**

Academic Advisor / Associate Academic Advisor

Department

Academic Advising Center / Undergraduate Program

Position type

Full-time

Location

Tokyo (Sangen-jaya station): hybrid-remote flexibility after initial training period available

Report to

Advising Lead, Business & Technology Division, Academic Advising Center

Work hours

37.5 Hours Per Week (9:00 to 17:30, Monday to Friday)

Visa Requirement

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

Salary & benefits

Salary commensurate with experience.

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

As a part of the Academic Affairs Division, the Academic Advising Center (AAC) works closely with TUJ's undergraduate students throughout the student life cycle, from orientation through graduation. Academic advisors provide holistic and proactive support to help students to achieve their academic, personal, and professional goals. Accordingly, the academic advisor provides consultative advice on curricular requirements, major/minor selection, course selection, study skills, career options, TUJ resources, programmatic opportunities, and academic support and performance. Academic advisors frequently liaise with the Office of Student Services and Engagement, Financial Aid, Admissions, Career Services, academic departments, and other relevant departments both at TUJ and Temple campuses in Philadelphia, PA and Rome, Italy.

The person in this position will be a key member of our Academic Advising Center team, working with students with majors in Business and Technology. These majors currently include International Business Studies, Computer Science, Economics, and Tourism, Hospitality and Event Management. Academic advisors support students at both TUJ locations, in Tokyo and Kyoto. While this position is based in Tokyo, advisors may be asked on occasion to travel to Kyoto for student support.

Primary responsibilities

The AAC provides academic advising for all undergraduate students on a caseload model. Each advisor is responsible for students within a set group of majors. Academic advising responsibilities include:

- Engage regularly with students, on an individual and group basis, who have diverse backgrounds, nationalities, language skills, and levels of familiarity with post-secondary education.
- Provide students with access to the information and resources necessary for the attainment of academic, professional, and personal goals.
- Maintain consistent knowledge and understanding of Temple's academic policies and degree requirements.
- Act as an advocate and referral source to provide consistent outreach and follow-up services to students to ensure effective student support.
- Work with the Banner Student Information System to process workflows and manage an effective student information ecosystem.
- Liaise with other academic advisors, the transfer advisor, and AAC leadership to troubleshoot complex problems pertaining to student registration, planning, exchange programs, graduation, and other common TUJ experiences.

- Ensure confidentiality and sensitivity in handling student records in compliance with university policies and relevant privacy laws.
- Promote efforts to achieve, maintain, and improve student success and retention.
- Participate in training and professional development opportunities to keep skills and knowledge up-to-date.
- Represent TUJ at various meetings and events, both internal and external.
- Communicate and further our vision, mission, and academic goals to enhance student development as noted in the TUJ Strategic Priorities and Key Objectives.
- Perform other duties as assigned.

Application Process

Review of applications will begin immediately.

Please apply from below link.

<https://tuj.bamboohr.com/careers/36?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

- (a) cover letter,
- (b) resume or c.v.,
- (c) contact information for two references.

Only candidates selected for an interview will be contacted.

Temple University, Japan Campus is committed to equal opportunity employment, and to increase diversity and inclusivity in both its community and curricula. All qualified applicants shall receive 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

Qualifications

The successful candidate will be an exceptional team player, with a positive and supportive attitude, commitment to helping others, desire for continual learning, and enthusiasm for participating in an office that is student-focused and student-friendly. The desired qualifications are listed below.

Required qualifications

- Bachelor's degree
- Excellent interpersonal, oral, and written communication skills
- Eagerness to work with a diverse student population in a multicultural environment
- Ability to manage time effectively while balancing multiple tasks and maintaining meticulous attention to detail.
- Excellent problem-solving skills and ability to use independent judgment
- Native or near-native level proficiency in English. TUJ is an American institution in Japan and all administrative work is conducted in American English.
- Proficient computer skills and knowledge in Microsoft Word, Excel, and PowerPoint, and other Office Suite products

Preferred qualifications

- Master's degree in a related field, such as higher education, educational administration, international education with a focus on higher education strongly preferred
- Experience working in an American or Japanese university setting with student advising responsibilities
- Familiarity with using student information systems, student retention initiatives, and/or best practices in academic advising
- Academic advising experience and/or educational background in International Business, Computer Science, Tourism & Hospitality or Economics
- Experience living in Japan
- Study abroad experience at the higher education level
- Ability to travel within Japan and overseas, when necessary
- Knowledge of Japanese language is a plus

Company Description