



Administrative Assistant for Academic Affairs Exclusive job

Working at American University in Japan

Job Information

Hiring Company

Temple University, Japan Campus

Subsidiary

Temple University, Japan Campus (TUJ)

Job ID

1539880

Division

Undergraduate

Industry

Education

Company Type

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

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Contract

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

09:00-17:30 Monday through Friday

Holidays

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

Refreshed

June 6th, 2025 03:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent (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**

Administrative Assistant for Academic Affairs (Business & Technology, General Education, and Bridge)

Department

Undergraduate Program

Position type

Full-time

Location

Tokyo (Sangen-jaya station)

Work hours

37.5 Hours Per Week (09:00–17:30, Monday through Friday)

Report to

Operations Manager for Academic Affairs

Visa Requirement

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

Salary & benefits

Commensurate with experience.

Eleven days paid vacation in the first year, increasing to 20 days after six years of employment, plus five paid "personal and sick days" each year. In addition, approximately two weeks university-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

The Administrative Assistant for the Business & Technology Division, General Education, and Bridge Programs provides support for the administration and faculty of these academic units. The position is multifaceted, involving technical, financial, and clerical work to support the teaching and research missions of the units.

Primary responsibilities

- Assist directors/chairs, faculty, and other administrative staff with the regular functions of the undergraduate program, including reviewing syllabi, obtaining faculty information for the university website, and assisting with all faculty and student needs.
- Assist directors/chairs to gather and provide information for other TUJ units, e.g., ADAA's office, Human Resources, and ITS.
- Assist directors/chairs to input course schedules in Banner and DestinyOne, for review and approval by Registrar's Office.
- Keep directors'/chairs' calendars/schedules, including setting meetings for chairs and the programs.
- Support event logistics as needed, including reserving rooms, preparing IT, ordering catering, facilitating guest services, etc.
- Provide administrative support, including ordering paper, preparing faculty offices, etc.
- Assist directors/chairs and faculty with finances, including assisting with Tokium and NetSuite.
- In coordination with directors/chairs and the ADAA's office, track discretionary spending for the divisions.
- Initiate and help process personnel payments, including student worker contracts & timesheets and faculty overload contracts.
- Assist with the tracking, maintenance, and purchasing of equipment and supplies, particularly in the sciences.

Application Process

Review of applications will begin immediately.

Please apply from below link.

<https://tuj.bamboohr.com/careers/38?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

1. cover letter;
 2. resume or CV; and
 3. contact information for two references.
- *Applications without a cover letter will not be reviewed.

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 & EXPERIENCE

- Strong communication, interpersonal, and problem-solving skills
- Demonstrated ability to work to deadlines; attention to detail
- Strong PC skills (database, Excel, Word)
- Work experience in higher education and/or study abroad preferred
- Ability to communicate fluently and professionally in English (both written and spoken).

Company Description