



ICAS Coordinator, the Institute of Contemporary Asian Studies

Working at American University in Japan

Job Information

Hiring Company

[Temple University, Japan Campus](#)

Job ID

1541906

Division

Institute of Contemporary Asian Studies (ICAS)

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

3.5 million yen ~ Negotiable, based on experience

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

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

Holidays

Saturdays, Sundays, National Holidays

Refreshed

May 20th, 2025 14:21

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Fluent (Amount Used: English usage about 75%)

Minimum Japanese Level

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description**Position**

ICAS Coordinator

Department

The Institute of Contemporary Asian Studies (ICAS)

Position Type

Full-time

Location

Tokyo (Sangen-jaya station)

Work Hours

37.5 Hours Per Week (09:00–17:30, Monday through Friday)
Evening and weekend work required as needed for events.

Report to

Associate Dean for Library & Learning Innovation

Duration of Contract

This position is funded by a sponsorship grant for 18 months, with the possibility of renewal, pending funding.

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 ICAS

The Institute of Contemporary Asian Studies (ICAS) at Temple University Japan Campus provides a vibrant platform for lectures, seminars, and discussions focused on contemporary issues in Asian and Japanese society, including politics, economics, arts, culture, and literature. Participants include professionals from the Japanese and international business, government, media, and academic communities. All ICAS activities are conducted in English. This is an excellent opportunity for someone passionate about Asian and Japanese contemporary issues, international dialogue, and academic programming.

Overview of position

The ICAS Coordinator plays a key role in the success of the Institute by managing daily operations, communications, and event coordination. Working closely with the ICAS Co-Directors, the Coordinator supports faculty engagement, external partnerships, student experiences, and financial processes—ensuring smooth operations and upholding the Institute's standards of excellence within TUJ and the broader academic community.

Key Responsibilities**Administrative Support**

- Perform general office duties such as filing, data entry, and managing office supplies, in coordination with TUJ's HR, Accounting, and Academic departments.
- Respond to inquiries from internal and external stakeholders.
- Recruit, train, schedule, and supervise student workers and part-time assistants.

Event Planning and Coordination

- Assist with the planning and execution of in-person and online ICAS events.

- Work with Co-Directors to identify event themes, secure speakers/panelists, and support proposal and implementation.
- Coordinate logistics with speakers, participants, vendors, venues, and TUJ departments (Finance, Facilities, IT).
- Arrange transportation, accommodations, venues, audio equipment, and hospitality (e.g., dinners), and prepare honorarium forms as needed.
- Communications and Promotion
- Promote events through email, website postings, and social media platforms.
- Create flyers and promotional materials using relevant design software.
- Oversee event setup and logistics on the day of the event.

Other Duties

- Perform additional tasks as assigned to support the ongoing activities of ICAS.

Application Process

Review of applications will begin immediately.

Please apply from below link.

<https://tuj.bamboohr.com/careers/39?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

1. a 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

- Bachelor's degree in Asian Studies, Liberal Arts, or a related field.
- Experience coordinating events and managing communications with external partners.
- Proficiency in Microsoft Office (Word, Excel).
- Ability to work in a multicultural academic environment.
- Fluent English language skills (written and spoken).

Preferred Qualifications & Experience

- Basic proficiency in Japanese (written and spoken).
- Experience with audio/video editing and design software (e.g., Illustrator, Photoshop).
- Familiarity with social media management for promotional outreach.

Company Description