



Admissions Counselor (Student Recruiter) 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

1543687

Division

Admissions Counseling (AC) department

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 (Some weekend and holiday work required)

Holidays

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

Refreshed

July 17th, 2025 14:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description**Position**

Admissions Counselor (Student Recruiter) for schools in Japan

Department

Admissions Counseling (AC)

Position Type

Full-time Staff

Work Hours

37.5 hours per week (Some weekend and holiday work required, compensatory time given)

Location

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

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 days paid vacation in the first full fiscal year, increasing to 20 days after 6 years of employment, plus 5 paid "personal and sick days" each year. In addition, approximately 2 weeks university-wide break over Christmas/New Year. Japanese social insurance and pension, commuting allowance, and tuition benefits for Temple University, Japan Campus (TUJ) programs.

Overview of Position

TUJ seeks a motivated and outgoing admissions counselor for the domestic Japanese market to support university recruiting and advising prospective students. The admissions counselor will be responsible for all aspects of student recruiting with a focus on international schools and DoDEA schools nationwide, including visiting schools, attending university admission events/college fairs, bringing prospective students and guidance counselors to TUJ campus, arranging information sessions and campus tours, and initiating campaigns to induce students to attend TUJ. Candidates should have excellent communication skills and sales and/or marketing experience. Previous experience in the education sector is preferred. Some weekend work and travel will be required.

Primary Responsibilities

- Represent TUJ and effectively communicate its vision, mission and academic offerings to prospective students, parents, school counselors, academic institutions and related stakeholders.
- Establish, develop and maintain strong relationships with international schools and DoDEA schools throughout Japan through regular visits and ongoing engagement.
- Participate in university and education fairs, delivering presentations to promote TUJ's undergraduate programs to prospective students, their families and school counselors.
- Provide individualized counseling and campus tours to prospective students, their families and school counselors.
- Support prospective students throughout the admissions process, including follow-ups, application guidance, and answering inquiries in a timely and professional manner.
- Collaborate with team members to organize recruitment-focused events such as open campus events, class observation sessions and other special events.
- Deliver monthly presentations during open campus events, typically held on Sundays, to engage and inform visiting students and families.
- Coordinate high school group visits, including arranging class observation opportunities in cooperation with TUJ faculty.
- Develop and execute targeted marketing and outreach strategies for international and DoDEA schools to enhance TUJ's visibility and applicant pipeline.
- Be responsible for meeting student recruitment and enrollment goals within assigned regions or programs.
- Work closely with the communications team to design promotional materials to promote the undergraduate programs and engage prospective students.
- Other tasks assigned by the Director.

Application Process

Review of applications will begin immediately.

Please apply from below link.

<https://tuj.bamboohr.com/careers/40?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

Required Qualifications & Experience

- Native or native-level English with business-level Japanese skills (speaking/reading/writing)
- Excellent communication skills with customer focus and professionalism
- Sales and/or marketing experience
- Target-oriented
- Self-motivated
- Working knowledge of CRM systems
- Experience living in Japan and demonstrated understanding of Japanese culture and education system.
- Excellent PC skills (Database, Word, Excel and PowerPoint)

Preferred Qualifications & Experience

- Experience at educational institutions, preferably US colleges
- 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.

Company Description