



Visa Coordinator Exclusive job

Working at American University in Japan

Job Information

Hiring Company

Temple University, Japan Campus

Subsidiary

Temple University, Japan Campus (TUJ)

Job ID

1546799

Division

Office of Student Services and Engagement (OSSE)

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

July 4th, 2025 18:20

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

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description**Position**

Visa Coordinator

Department

Office of Student Services and Engagement

Position Type

Full-time

Location

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

Report to

Director of Student Visa Services

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

Commensurate with experience.

Eleven (11) days paid vacation in the first year, 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

TUJ is looking to hire three full-time Visa Coordinators to support our rapid growth including the opening of TUJ Kyoto. TUJ has close to 2000 visa-sponsored students in the undergraduate and graduate programs. Among those visa students, about 10% are short-term study abroad students coming from the US including our main campus in Philadelphia. The visa coordinators will assist students with various visa applications (new student visa, switching sponsorship, and visa extension), and work with students to maintain their visa status while in Japan. The visa coordinators are responsible for understanding and explaining Japanese immigration laws and TUJ visa regulations, and monitoring students to make sure they are following these policies.

About the Office of Students Services and Engagement (OSSE)

Our office provides high-quality services to TUJ's diverse student population to support their success and well-being as they become members of the university community. OSSE assists incoming students with student visa applications, financial aid, and housing and organizes orientations to help students adapt to the academic and social life at TUJ. OSSE also oversees student activities and events both on and off campus and works with Student Government and other student organizations to encourage social interaction among students.

See <https://www.tuj.ac.jp/ug/student-services/index.html> for more details.

Primary responsibilities

- Process student visa-related applications
- Assist students with extensions and status changes
- Assist students in complying with immigration and TUJ visa regulations
- Answer inquiries relating to visas and immigration-related matters
- Create and file immigration status reports
- Update the database with visa-related information
- Closely monitor for visa violations (registration check, landing permission expiration dates check, Job Hunting Visa

related documents, etc.)

- Work with vendors who support the visa operation

Team Responsibilities

- New Student Welcome Week
- Student Activities
- Departmental initiatives

Application Process

Review of applications will begin immediately with a desired start date of September 1, 2025. Applications received before July 21, 2025 will be given priority review.

Please apply from below link.

<https://tuj.bamboohr.com/careers/42?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 those applicants who make it past the initial review 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

- Fluent in both English (business level) and Japanese (JLPT N1): The coordinator should be able to communicate well with immigration officers in written and verbal Japanese. Also, with native English-speaking students.
- Excellent PC skills: Excel (VLOOKUP), Word and Microsoft 365 (Teams, Forms and Power Automate)
- Demonstrated meticulous documentation preparation experience
- Detail-oriented
- Well-organized and efficient
- Customer-oriented

Preferred Qualifications & Experience

- Strong in database and CRM systems (Basic HTML or CSS knowledge a major plus)
- Experience studying abroad and/or handling immigration and study abroad matters

Company Description