



Student Engagement Coordinator Exclusive job

Working at American University in Japan

Job Information

Hiring Company

[Temple University, Japan Campus](#)

Job ID

1549857

Division

Office of Student Services and Engagement

Industry

Education

Company Type

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

Non-Japanese Ratio

About half 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: weekend/evening work to attend trips

Holidays

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

Refreshed

August 13th, 2025 00:00

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

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description**Position**

Student Engagement Coordinator

Department

Office of Student Services and Engagement

Position Type

Full-time

Work Hours

37.5 hours per week: weekend/evening work to attend trips, compensatory time off provided.

Location

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

Report to

Director of Student Engagement

Visa Requirement

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

Salary & Benefits

Salary 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

The student engagement coordinator organizes cultural workshops, day outings, and overnight trips to cultivate social relations among our diverse student population and supports an active campus life by working with student organizations. The engagement coordinator also supports and coordinates different initiatives within Student Engagement and collaborates with other departments to promote campus-wide activities and events via social media. In addition, as a team member of OSSE, the engagement coordinator will also be asked to assist with the new student welcome week, office-sponsored events, and walk-in inquiries.

Primary Responsibilities**Coordinating student events, activities and trips (herein “activity”)**

- Activity-related research, coordination, and execution (including chaperoning)
- Activity registration, administration, and payment coordination
- Activity promotion
- External communication (contact point for external vendors, workshop providers, other institutions)

Student Engagement Coordination

- Organize the New Students Welcome Week at the beginning of each semester
- Assist with Student Engagement initiatives (TUJ Clubs and Organizations, TUJ LEAD, Program Board, Emerging Leaders Program, Student Government, etc.)
- Update the Student Engagement social media/website and collaborate with the TUJ Social Media Team and Web Team

Student Services Staff Duties

- Assist walk-in inquiries regarding non-academic matters

Application Process

Review of applications will begin immediately with a desired start date of September 1, 2025. Applications received before

July 27, 2025 will be given priority review.

Please apply from below link.

<https://tuj.bamboohr.com/careers/43?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

1. A cover letter highlighting relevant experience and what appeals to you about the position
2. A resume or curriculum vitae
3. A list of two references with contact information

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

- Bachelor's degree
- Fluent in both Japanese and English (business level or TOEIC 900). The coordinator needs to be able to speak over the phone and in person with outside vendors and exchange emails/faxes in Japanese. Internal communication with staff and students will be in English.
- Excellent PC/IT skills (Word, Excel, PowerPoint, Online form creation)
- Able to work on weekends and national holidays to supervise or chaperone activities on/off campus
- Experience studying or working abroad, and experience working with diverse communities (e.g. gender, race, religion, and ethnicity) preferred
- Creative and shows initiative with a positive, team-oriented attitude
- Strong communication, interpersonal, and conflict-resolution skills
- Highly organized with sharp attention to detail: quick-thinking and decisive, especially during school events and trips

Preferred Qualifications & Experience

- Social media & content management experience and skills
- Experience in event and travel planning, and related fields
- Passion for traveling and discovering new places, especially in Japan

Company Description