



University Scholarship Coordinator Exclusive job

Working at American University in Japan

Job Information

Hiring Company

[Temple University, Japan Campus](#)

Job ID

1553424

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

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

September 9th, 2025 12:00

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**

University Scholarship Coordinator

Department

Office of Student Services and Engagement

Position Type

Full-time

Location

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

Report to

Director of Student 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

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 at the end of the 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

Starting Fall 2025, TUJ Tokyo will expand the Office of Student Services and Engagement team to include the University Scholarship Coordinator. This person will manage the administration of university scholarship programs for both new and continuing students and will be the point person for students to consult on both internal and external scholarships. The University Scholarship Coordinator will work with the director and senior management to develop a centralized system to manage scholarships across the university and to streamline the application and selection processes. The University Scholarship Coordinator will be responsible for researching external scholarship opportunities that match the varying backgrounds of students at TUJ and marketing those opportunities to the students.

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, 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 various student groups to encourage social interaction among students. As a member of the Office of Student Services and Engagement, you will have the opportunity to support off-campus student activities and excursions.

Primary Responsibilities

- Advise students and act as the primary point of contact for inquiries about scholarship opportunities, applications and deadlines from students, their families, other TUJ Departments, and outside institutions and stakeholders.
- Manage the records of all scholarships, deadlines, current recipients and keep track of students' standing
- Work closely with Director of Student Services to develop a university-wide structure and process for collecting and awarding university scholarships
- Collaborate with other departments (Admissions, Registrar, the Undergraduate Program, Academic Advising Center, Conduct, etc.) to collect necessary data to administer various scholarships.
- Issue award letters and post scholarship awards to student accounts
- Create outreach materials for the promotion of institutional scholarship programs, external scholarship opportunities, and maintain the Scholarship web pages and necessary communications
- Other duties as assigned

Team Responsibilities

- New Student Welcome Week
- Student Activities
- Departmental initiatives

Application Process

Review of applications will begin immediately with a desired start date of early October or soon thereafter.

Please apply from below link.

<https://tuj.bamboohr.com/careers/47?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

1. a cover letter
2. resume or CV
3. contact information for two references from current or previous supervisors

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

Minimum Qualifications & Experience

- Bachelor's degree
- 2 years of experience working in a higher education setting or relevant work experience
- Excellent verbal and written English communication skills.
- Japanese proficiency (JLPT N2 level or higher). Will need to communicate in Japanese with outside entities on scholarships available in Japan and be able to read Japanese to understand application criteria for local scholarships.
- Excellent PC/IT skills (Microsoft Office, particularly Excel; experience with CRM or student databases)
- Superior organizational skills and the ability to analyze procedures from an equity and inclusion lens

Preferred Qualifications & Experience

- Having studied abroad or worked with international students
 - Evidence of collaboration with external academic support services, student affairs, and academic affairs
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Company Description