



Campus Facilities Coordinator Exclusive job

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

1555582

Division

Facilities & General Affairs

Industry

Education

Company Type

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

Non-Japanese Ratio

About half Japanese

Job Type

Part-time

Location

Kyoto Prefecture, Kyoto-shi Fu-shi Mi-ku

Train Description

Main Line, Fujinomori Station

Salary

Based on hourly rate ~ Negotiable, based on experience

Work Hours

25 hours per week (9:00 to 15:00, Monday to Friday)

Holidays

土日祝及び、大学カレンダーに準ずる、年間休日数（125日）

Refreshed

August 20th, 2025 10:15

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

Permission to work in Japan required

Job Description

Position

Campus Facilities Coordinator

Department

Facilities and General Affairs

Position type

Part-Time

Location

Kyoto (Fujinomori station)

Work hours

25 hours per week (9:00 to 15:00, with one hour break, Monday to Friday)

Report to

Executive Director, Kyoto

Visa Requirement

This position is only available to applicants who are eligible to work in Japan. (The position does not include visa sponsorship.)

Salary & benefit

Commensurate with experience. Japanese social insurance, commuting/telework allowance.

Overview of position

In January 2025, Temple University opened its new satellite campus in Kyoto. Over the past three years, the Japan campus of Temple University (TUJ) has experienced unprecedented growth, including an 80% increase in its undergraduate student population. To take our next leap forward by securing more space for our growing student body, expanding our impact beyond Tokyo, and advancing our new initiatives, TUJ has partnered with Kyoto-based Seibo Jogakuin (Seibo). Together, TUJ and Seibo will play a critical role in Kyoto by advancing international education, building bridges across cultures, and equipping Temple University students with the tools required to succeed in our interconnected world.

TUJ Kyoto seeks a Campus Facilities Coordinator to support the growth of the campus. Responsible for developing, maintaining, and enhancing facilities and maintaining high levels of customer satisfaction of TUJ Kyoto facilities. While this person reports directly to the Executive Director in Kyoto, he/she will also be receiving instruction and support from Facilities and General Affairs (FGA) department in Tokyo.

Primary Responsibilities

Facilities and General Affairs

- Support campus facilities management to meet the needs of students, faculty and staff
- Coordinate and oversee new/routine maintenance and repairs as necessary
- Manage ad hoc room bookings
- Maintain inventory, classroom, and lockers conditions
- Ensure proper security measures for the campus, including collaborating with security system vendors
- Act as the designated fire and disaster prevention manager for Kyoto location
- Support the facilities' relationship with Seibo
- Issue student commuter passes and discount tickets
- Order and maintain stationary/office supplies
- Assist the FGA team in Tokyo with asset management
- Process FGA-related payment requests and expenses for Kyoto location

Dorm and Housing

- Support developing and maintaining relationships with Kyoto Dorm providers
- Manage Kyoto Dorms and Faculty Housing operations in conjunction with the FGA Manager in Tokyo

Others

- Assist other operations in Kyoto, including Information Center and Information Technology Services, when needed.

Application Process

Review of applications will begin immediately. Desired start date is as soon as possible.

Please apply from below link.

<https://tuj.bamboohr.com/careers/51?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 CV and
3. a list of two professional references with their contact information

Only those applicants who make it past the initial review will be contacted.

Temple University, Japan Campus is committed to equal employment, and to increase diversity and inclusivity in both its community and curricula. All qualified applicants shall have 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

- 1-2 years of work experience in facilities management and/or customer support roles
 - Native or near native level Japanese
 - Business conversational level English
 - Good organizational skills and attention to detail
 - Strong computer skills (Word, Excel, Access, PowerPoint)
 - Friendly, service-oriented, customer-focused, and professional attitude
 - Experience as a receptionist, professional assistant, and/or working in General Affairs a plus
 - Candidates should be living in/around Kyoto or be willing to relocate. Familiarity with the Kansai Region is a plus.
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Company Description