



Administrative Assistant for Academic Affairs Exclusive job

Working at American University in Japan

Job Information

Hiring Company

[Temple University, Japan Campus](#)

Subsidiary

Temple University, Japan Campus (TUJ)

Job ID

1559743

Division

Undergraduate Program and Communication Management Master's Program

Industry

Education

Company Type

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

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Contract

Location

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

Train Description

Main Line, Fujinomori Station

Salary

4 million yen ~ Negotiable, based on experience

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

09:00-17:30 Monday through Friday

Holidays

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

Refreshed

September 29th, 2025 15:13

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent (Amount Used: English usage about 75%)

Minimum Japanese Level

Daily Conversation

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description**Position**

Administrative Assistant for Academic Affairs

Department

Undergraduate Program

Communication Management Master's Program

Position type

Full-time

Location

Kyoto (Fujinomori station)

Work hours

37.5 Hours Per Week (9:00 to 17:30, Monday to Friday)

Report to

Operations Manager for Academic Affairs in Tokyo

Visa Requirement

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

Salary & benefits

Commensurate with experience.

Eleven (11) days of 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 university-wide break over Christmas/New Year. Japanese social insurance and pension, commuting/telework allowance, a membership in a welfare discount program, retirement payment system, and tuition benefits for TUJ programs.

Overview of position

The Administrative Assistant for the Academic Affairs will provide support for the Kyoto-based administration and faculty of Undergraduate and Graduate Programs. The position is multifaceted, involving technical, financial, and clerical work to support the teaching and research missions of TUJ Kyoto.

Primary responsibilities**Undergraduate Program Responsibilities**

- Assist Kyoto-based undergraduate faculty with the regular functions of the academic program, including reviewing syllabi, obtaining faculty information for the university website, and assisting with all faculty and student needs.
- Coordinate faculty meetings and events, including logistics such as room reservations, IT preparation, catering and guest services.
- Provide administrative support, including ordering office supplies and preparing faculty offices.
- Assist Kyoto-based faculty with finances, including the use of Tokium and NetSuite.
- Initiate and help process personnel payments, including student worker contracts and timesheets and faculty overload contracts.
- Assist with the tracking, maintenance, and purchasing of equipment and supplies.
- Perform other duties as assigned to support TUJ-Kyoto operations and initiatives.

Graduate Program Responsibilities

- Support the Program Director with marketing and recruiting (e.g., Instagram and LinkedIn), TUJ website updates, and mailing list management.
- Perform administrative and clerical tasks, including expense reporting.
- Coordinate information sessions, including sending invitations, tracking responses and sending reminders
- Assist with application processing and candidate support, including following up on missing materials and setting up appointments and interviews.
- Assist with graduate student intake, coordinating with the visa team and coordinate housing and orientation.

- Support student activities, including excursions, guest speakers, and other extracurricular activities.
- Provide administrative support to graduate faculty as needed

Application Process

Review of applications will begin immediately. Desired start date is January 2026.

Please apply from below link.

<https://tuj.bamboohr.com/careers/54?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

1. a letter of application (Applications without a cover letter will not be reviewed);
2. resume or CV;
3. contact information for two references.

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

QUALIFICATIONS & EXPERIENCE

- Strong communication, interpersonal, and problem-solving skills.
- Demonstrated ability to work to deadlines; attention to detail.
- Strong PC skills (database, Excel, Word).
- Work experience in higher education and/or study abroad preferred.
- Ability to communicate fluently and professionally in both Japanese and English, in writing and speaking.

Company Description