



## 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**

December 11th, 2025 14:00

#### 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.

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### 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.

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### Company Description