



Scheduler at Registrar's Office

Working at American University in Japan

Job Information

Hiring Company

[Temple University, Japan Campus](#)

Job ID

1563432

Division

Registrar's Office

Industry

Education

Company Type

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

Non-Japanese Ratio

Majority Non-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

Main office hours: 9:00 to 17:30, Monday to Friday 37.5 hours

Holidays

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

Refreshed

October 30th, 2025 14:39

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

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description**Position**

Scheduler

Department

Registrar's Office

Position Type

Full-Time

Location

Tokyo (Sangen-jaya station)

Work Hours

37.5 hours per week (9:00 to 17:30, Monday to Friday);

Remote work may be possible after an on-site training period

Report to

Registrar

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 TUJ Registrar's Office is responsible for academic record maintenance including manual registration input, certified document issuance, and course schedule management in order to support students in achieving their academic goals.

The Scheduler will play a key role in creating and maintaining the undergraduate course schedule. This position involves close coordination with faculty, academic chairs, and administrative staff to ensure that courses are scheduled efficiently and meet the needs of students and the university's curriculum requirements.

The office handles various registration-related data input and release for TUJ staff and students. We are also committed to collaborating with the Main Campus Registrar's Office to share mutual issues and make necessary changes in our procedures.

See TUJ Registrar's Office page (<https://www.tuj.ac.jp/services/registrar/index.html>) for more details.

Primary responsibilities

- Draft and edit the Undergraduate course schedule in collaboration with the Associate Dean for Academic Affairs, academic chairs, and faculty, in accordance with Main Campus requirements
- Assign initial classrooms for Undergraduate credit courses, with sensitivity to course modality, class size, technology needs, and course type (lecture, lab, etc.)
- Audit the Undergraduate course schedule once the class offerings are published, and process and facilitate all changes in Banner and on the web
- Provide faculty and staff with up-to-date on class schedules, classroom assignments and enrollments to support their operations
- Analyze past course offerings and enrollment, and provide projections and recommendations for course offerings in future semesters
- Assist with enrollment reports and academic record certifications (e.g., enrollment verification letters, transcripts, etc.) as needed

Application Process

Review of applications will begin immediately with a desired start of December 2025 or shortly thereafter.

Please apply from below link.

<https://tuj.bamboohr.com/careers/63?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 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

Required qualifications

- Bachelor's degree or higher
- Excellent communication skills
- Minimum of 2 years of work experience in an area related to academic records and/or student administrative services
- Minimum of 2 years of experience in data entry, record-keeping, and/or customer support
- Proficient computer skills including Microsoft Word, Excel, and PowerPoint
- Fluent in English (business-level, oral and written)
- Friendly, professional, and detail-oriented

Preferred qualifications

- Work experience in higher education is strongly preferred
- Business-level Japanese (oral and written)
- Experience in interdepartmental coordination and liaison
- Knowledge of both U.S. and Japanese higher education systems
- Familiarity with SIS, CRM, and/or ERP systems that support academic functions (e.g., Banner by Ellucian, NetSuite by Oracle)

Company Description