



Admissions Coordinator (Fixed-term Maternity Cover) Exclusive job

テンブル大学 大学学部課程の入学審査部での大学事務

Job Information

Hiring Company

[Temple University, Japan Campus](#)

Subsidiary

Temple University, Japan Campus (TUJ)

Job ID

1569596

Division

Undergraduate Admissions

Industry

Education

Company Type

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

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Contract

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

09:00-17:30 Monday through Friday

Holidays

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

Refreshed

January 27th, 2026 00:00

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

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description**Position**

Admissions Coordinator (Fixed-term Maternity Cover)

Department

Undergraduate Admissions

Position type

Full-time

Location

Tokyo (Sangen-jaya station)

Remote work available; occasional on-site attendance may be required as needed for business purposes.

Maternity cover

This post is fixed-term from February 2026 to April 2027 with the possibility to extend depending on the return date of the post-holder

Work hours

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

Report to

Director of Admissions Operations

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, and tuition benefits for Temple University, Japan Campus (TUJ) programs.

Overview of Position

The TUJ Undergraduate Admissions Office is responsible for reviewing and processing all applications to the undergraduate programs, releasing admission decisions on a rolling basis, and accurately entering and maintaining data in various information systems. The Admissions Coordinator will mainly work on transfer credit evaluations as well as handling various inquiries and requests regarding transfer credit processes. The person in this role may also help the other team members with document check, data check, application reviews, and inquiries from the relevant offices. This position is a temporary, fixed term position covering maternity and childcare leave. The selected candidate will receive fast-paced on-the-job training (OJT) within a month or so. The office is operated remotely; however, due to operational needs, occasional on-campus attendance may be required.

Primary Responsibilities

- Evaluate transfer credits for newly admitted students using university systems (Slate, Raptor, u.achieve) in a timely manner
- Review transfer credits when additional college transcripts and test scores are submitted for newly admitted and currently enrolled students
- Respond to transfer credit-related inquiries from internal relevant offices, including Admissions Counseling, the Academic Advising Center, and the Office of Student Services and Engagement
- Assist with other inquiries and requests from the relevant offices, and review applications as needed
- Collaborate with the team members to optimize the use of technology and AI for admissions processes and reports
- Update non-automated student data in university systems (Slate, Banner, etc.)

Application Process

Review of applications will begin immediately with the desired start date of February 2026.

Applications received by January 5, 2026 will receive first consideration.

Please apply from below link.

<https://tuj.bamboohr.com/careers/69?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
- Fluent English and business-level Japanese (oral and written)
- A graduate from a U.S. university or familiarity with the U.S. and/or international higher education systems
- Demonstrated commitment to accurate data entry and record-keeping in a time-sensitive environment
- Strong computer skills and knowledge in Microsoft Word, Excel, and CRM
- Excellent research skills
- Friendly, professional and detail-oriented

Preferred Qualifications

- 2-3 years working experience in higher educational institutions
- Familiarity with multiple student information systems (e.g., Banner, Slate, u.achieve, or others)
- Experience with student information systems (experience with Slate is a plus)
- Experience in higher education admissions or related administrative roles
- Experience collaborating with student recruiters and academic/student services offices.

Company Description