



## Information Center Staff [Exclusive job](#)

### Working at American University in Japan

#### Job Information

**Hiring Company**

[Temple University, Japan Campus](#)

**Job ID**

1572592

**Division**

Information Center (General Reception and Information Desk for visitors and potential students)

**Industry**

Education

**Company Type**

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

**Non-Japanese Ratio**

About half 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**

土日祝及び、大学カレンダーに準ずる、年間休日数（125日）

**Refreshed**

February 13th, 2026 10:33

#### 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**

No permission to work in Japan required

---

**Job Description****Position**

Information Center Staff

**Department**

Information Center (General Reception and Information Desk for visitors and potential students)

**Position type**

Full-time

**Location**

Tokyo (Sangen-jaya station)

**Report to**

Information Center Manager

**Operating hours**

8:30 - 19:00, Monday to Friday

**Work hours**

37.5 Hours Per Week

Mainly working one of three shifts, but may be asked to work other shifts on an as-needed basis.

Monday through Friday:

1. 08:30 - 17:00
2. 09:00 - 17:30
3. 10:30 - 19:00

**Visa Requirement**

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

**Salary & Benefits**

Salary commensurate with experience.

11 days paid vacation in the first fiscal year (July-June) 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 Information Center is the initial point of contact for all those wanting to know more about TUJ and our programs. The position focuses on providing friendly and professional services to visitors and potential students.

**Primary Responsibilities**

- Answer phones and redirect accordingly or send emails with messages
- Provide information to potential and current students
- Take care of walk-ins
- Check, sort and forward general inquiries
- CRM data management and record creation
- Update program, school event and staff calendars
- Assist with post and courier deliveries
- Handle TUJ original merchandise production, sales, and inventory
- Manage promotional materials inventory
- Manage office supplies and order as necessary
- Assist students with minor medical problems and use of Sick Room
- Issue TUJ ID card, Commuter Stickers, and long distance discount coupons
- Manage students' locker use
- Assist other offices and programs with promotional and student-service activities

**Application Process**

Review of applications will begin immediately and will continue until the position is filled. Desired start date is February 2026.

Please apply from below link.

<https://tuj.bamboohr.com/careers/73?source=aWQ9Mg%3D%3D>

**Documents to submit:**

1. cover letter,
2. resume or c.v.,
3. contact information for two references.

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

- Native-level Japanese and English abilities
- Excellent email writing skills, often with time-sensitive matters
- Good organizational and multi-tasking abilities
- Work shift hours
- Detail-oriented, organized and customer-oriented
- Strong interpersonal skills and a good team player
- Excellent PC skills (Microsoft Word, Excel)
- Minimum 3 years work experience preferred
- Study Abroad experience preferred

---

## Company Description