



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