



## Administrative Assistant Exclusive job

### Working at American University in Japan

#### Job Information

##### Hiring Company

[Temple University, Japan Campus](#)

##### Subsidiary

Temple University, Japan Campus (TUJ)

##### Job ID

1589267

##### Division

Dean's Office

##### 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 to Friday

##### Holidays

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

##### Refreshed

April 17th, 2026 16:08

#### 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**

Administrative Assistant

**Department**

Dean's Office

**Position Type**

Full-time

**Location**

City Campus (Sangen-jaya station): hybrid-remote flexibility after initial training period available.

**Report to**

Vice President and Chief of Staff

**Work Hours**

37.5 hours per week (9:00 to 17:30, Monday to Friday): Programs and events may be held on weekends and National Holidays. Substitute holidays can be taken for these working days.

**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**

Dean's Office at Temple University, Japan Campus (TUJ) is seeking an Administrative Assistant to support the overall operations, administrative duties, and event coordination, and student worker management of the office. The ideal candidate will need to thrive in a fast-paced, international university environment and demonstrate strong administrative, communication, and coordination skills.

**Primary Responsibility****Office Administration & Operational Support**

- Provide comprehensive administrative and operational support to ensure efficient day-to-day operations
- Assist director-level staff with monthly expense reports, documentation, budget tracking, and related internal process management
- Coordinate schedules for the office's bi-weekly staff meetings and monthly institutional advancement-related meetings; maintain meeting minutes or documentation
- Support cross-departmental coordination and serve as a point of contact for internal communication as needed
- Assistance with the student pantry and food security initiatives
- Assist with the alumni tracking and data management
- Provide logistical assistance for visiting guests, partners, donors, and VIPS.

**Event Planning, Coordination, and Execution Support**

- Support the planning, logistical coordination, and on-site execution of events sponsored by the Dean's Office, including but not limited to:
  - Commencement
  - Annual Diamond Dinner
  - Alumni events (3-4 times per year)
  - Distinguished Speaker Series (2-3 talks per semester)

- Monthly Dean's DE-stress Day
  - Monthly Dean's Distinguished Artist Awards
  - Semesterly Appreciation Lunch for Staff and Faculty
  - Adult Study Abroad Programs
  - Monthly speaker events
- Assist with event preparation such as venue booking and coordination, vendor research and communication, materials preparation, invitation and registration support, and on-site operations on the day of the event
  - Provide event publicity support, including e-poster design and coordination with relevant offices or student workers on publicity design, production, and souvenir ordering and preparation

### **Hooter Program Management**

- Serve as the primary administrator for the TUJ Hooter program
- Hire, train, and supervise the student manager for the program
- Review and update the program operational guidelines as needed
- Monitor Hooter's shift schedules and appearance requests
- Coordinate costume cleaning and maintenance
- Coordinate with other units or campus sites for occasional off-site or long-distance travel related to Hooter appearances

### **Student Worker Management**

- Support student worker hiring and management across the President & Dean's Office
- Process and track monthly student worker timesheets
- Collect and maintain employment contracts and related documentation

### **Support for Special Projects**

- Provide administrative and logistical support for community relations programs, events, and activities including K-12 outreach initiatives
- Provide administrative and logistical support for the student virtual pantry program, including student inquiry and cross-unit liaison
- Provide administrative and logistical support for any arising special projects and initiatives led by the President & Dean's Office, as assigned

### **Application Process**

Review of applications will begin immediately with a desired start of May 2026.

Please apply from below link.

<https://tuj.bamboohr.com/careers/89?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

1. a cover letter,
2. a resume or curriculum vitae, and
3. two references and their contact information,

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.

## **Required Skills**

### **Required Qualifications & Skills**

- Bachelor's degree or higher
- Native or near-native English proficiency
- Excellent communication and interpersonal skills
- Previous experience in administrative support and/or event planning
- Strong attention to detail and ability to manage multiple priorities and deadlines
- Ability to work effectively in a fast-paced, diverse, multicultural environment
- Proficiency with Microsoft Office, Zoom, Google Workspace, and similar tools

### **Preferred Qualifications**

- Business-level Japanese proficiency (speaking, reading, and writing) strongly preferred
- Familiarity with basic design tools (e.g., Canva or similar platforms) or video content creation for event materials or publicity
- Experience with working with college students or young adults, including supervising or coordinating college-level students
- Demonstrated interest in international education, youth development, cross-cultural communication and collaboration

