



Student Engagement Coordinator Exclusive job

Working at American University in Japan

Job Information

Hiring Company

[Temple University, Japan Campus](#)

Job ID

1591729

Division

Office of Student Services and Engagement

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

37.5 hours per week: weekend/evening work to attend trips

Holidays

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

Refreshed

June 4th, 2026 06:00

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

Fluent

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description**Position**

Student Engagement Coordinator (Focus on Student Clubs and Organizations)

Department

Office of Student Services and Engagement (OSSE)

Position type

Full-time

Location

City Campus (Sangenjaya-station)

Reports to

Assistant Dean of Student Engagement

Work hours

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

Weekend/evening work to attend events, trainings, and activities; compensatory time off provided.

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, and retirement payment system.

Overview of Position

The Office of Student Services and Engagement is looking for a Student Engagement Coordinator with a primary focus on student clubs and organizations. This role advances extra-curricular student life by supporting recognized student organizations, strengthening student leadership, and building clear systems and processes that help clubs operate effectively and inclusively at TUJ.

The Student Engagement Coordinator will serve as a key point of contact for student organization leaders, manage the Student Organizations Allocations Committee (SOAC) that oversees club funding, and maintain OwlLink as the core system for clubs and organizations. The coordinator will also implement new workflows and policies in OwlLink to improve efficiency, accountability, and the student experience.

Because student organization activity takes place across the university, this role may require regular movement between City Campus and Hillside Center to support meetings, trainings, events, and other student organization-related initiatives.

Primary Responsibilities**Student Clubs and Organizations**

- Advise and support recognized student clubs and organizations on planning and executing events and activities, policy compliance, and general organizational development.
- Oversee annual club registration, leader transitions, recordkeeping, and regular communication with student organization leaders.
- Serve as the primary staff administrator for the Student Organizations Allocations Committee (SOAC), including coordinating application and review cycles, meeting logistics, training, communication, documentation, and follow-up.
- Assist clubs with purchases, monitor budgets for clubs and organizations, and help ensure proper use of allocated funds.
- Develop and maintain resources on student organization policies, procedures, deadlines, and university expectations.
- Coordinate with partner universities regarding mutual student participation in clubs.

Leadership Development and Training

- Create practical training content on topics related to operating a student club such as leadership training, event planning, funding, officer transitions, and organizational sustainability.
- Collaborate with other Student Engagement initiatives and leadership-focused programs to strengthen the overall student leadership experience at TUJ.

OwlLink and Administrative Systems

- Utilize OwlLink as the primary system for clubs and organizations to manage club profiles, rosters, forms, event workflows, and training materials.
- Support students, club leaders, and staff using OwlLink, and recommend improvements based on user feedback and operational needs.
- Track participation, trends, and administrative data to help improve services, communication, and student engagement outcomes.

Student Engagement Team Collaboration

- Assist with the New Student Welcome Week at the beginning of each semester in collaboration with the student services team.
- Assist with regular semester activities and other Student Engagement initiatives (TUJ LEAD, Program Board, Emerging Leaders Program, Student Government, TUJ Sync, etc.).

Application Process

Review of applications will begin immediately.

Please apply from below link:

<https://tuj.bamboohr.com/careers/102?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 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

Qualifications & Experience

- Bachelor's degree with 1-2 years of work experience in a related field – education, training, leadership development, etc.
- English (business level or TOEIC 900). Business level in Japanese (JLPT N2) highly preferred.
- Excellent PC/IT skills (Microsoft Office Suite, online form creation, and the ability to learn and manage campus systems).
- Experience working with student clubs, organizations, leadership programs, or related student affairs/co-curricular initiatives strongly preferred.
- Experience with budgeting, committee coordination, or student funding/allocation processes is preferred.
- Able to work on weekends and national holidays and willing to move regularly between City Campus and Hillside Center as needed.
- Creative and self-starter mindset, detail-oriented with outstanding communication and interpersonal skills.
- Positive energy and a team-oriented approach.
- Conflict-solving skills and the ability to work under pressure during school events and activities.
- Experience working with diverse communities and demonstrating cultural sensitivity.

Company Description