



Executive Assistant & Community Relations Coordinator Exclusive job

Working at American University in Japan

Job Information

Hiring Company

[Temple University, Japan Campus](#)

Job ID

1600003

Division

Hillside Center

Industry

Education

Company Type

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

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Permanent Full-time

Location

Kanagawa Prefecture, Kawasaki-shi Takatsu-ku

Train Description

Tokyu Denentoshi Line, Mizonokuchi 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 (9:00 to 17:30, Monday to Friday)

Holidays

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

Refreshed

July 3rd, 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

Native

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description**Position**

Executive Assistant & Community Relations Coordinator

Department

Hillside Center

Position Type

Full-time

Location

Hillside Center (Mizonokuchi station): hybrid-remote flexibility after initial training period available.

Work Hours

37.5 hours per week (9:00 to 17:30, Monday to Friday): Programs and events may occasionally be held during evenings, weekends, and national holidays; compensatory time off provided.

Report to

Head of Hillside Center

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

Temple University, Japan Campus (TUJ) is seeking a highly organized, proactive, and community-minded professional to support the daily operations and external engagement efforts of the Hillside Center.

Executive Assistant & Community Relations Coordination will play a key role in helping establish a welcoming, student-centered, and community-connected environment at Hillside Center. The position provides administrative and operational support to the Head of Hillside Center while also supporting community outreach, event coordination, student communication, and cross-campus collaboration with departments based at TUJ City Campus.

The ideal candidate will be comfortable working in a dynamic and evolving environment, communicating with a wide range of stakeholders in both Japanese and English, and helping foster positive relationships with students, faculty, staff, neighbors, and local community organizations.

Primary Responsibilities**Administrative & Operational Support**

- Provide day-to-day administrative support for Hillside Center operations and the Head of Hillside Center.
- Manage schedules, meeting coordination, documentation, and general administrative processes.
- Assist with expense reports, purchasing coordination, record keeping, and other operational documentation as needed.
- Serve as a point of contact for internal communication and coordination with departments across the Tokyo campus.
- Support office organization, supply management, and operational logistics to help ensure smooth daily operations.
- Assist with preparing reports, presentations, meeting materials, and correspondence.

Community & External Relations

- Support the development and maintenance of positive relationships with local neighborhood associations, community organizations, vendors, local officials, and external partners.
- Serve as a liaison for community-related communication and coordination connected to Hillside Center activities and events.

- Assist with community outreach initiatives and programs that strengthen Hillside Center's connection to the surrounding community.
- Support communication and relationship-building efforts related to neighborhood engagement and local partnerships.

Event Planning & Coordination

- Assist with the planning, coordination, and execution of Hillside Center events, programs, meetings, and special initiatives.
- Coordinate event logistics including scheduling, venue preparation, vendor communication, catering, materials preparation, registration management, and on-site support.
- Support publicity and communication efforts for events, including coordination of digital materials, posters, announcements, and related communications.
- Assist with occasional evening and weekend events as needed.

Student Support & Frontline Communication

- Serve as a welcoming and approachable point of contact for students visiting or contacting Hillside Center.
- Provide basic guidance and support to students by listening to concerns, answering general questions, and connecting students with appropriate TUJ departments and resources when needed.
- Support efforts to help create a positive, student-centered campus environment.
- Assist with responding to inquiries from students, faculty, staff, and visitors in a professional and supportive manner.

Student Worker Coordination

- Assist with the hiring, training, scheduling, and supervision of student workers supporting Hillside Center operations and events.
- Coordinate student worker schedules and assignments.
- Track and process student worker timesheets and related employment documentation.
- Help provide guidance and support to student workers to ensure smooth operations and strong customer service.

Cross-Campus Coordination & Special Projects

- Collaborate closely with departments and offices located at TUJ's main Tokyo campus to support Hillside Center operations and student services.
- Assist with special projects, new initiatives, and operational needs related to the continued growth and development of Hillside Center.
- Support cross-functional collaboration among academic and administrative departments as needed.

Application Process

Review of applications will begin immediately. Desired start date is August 2026.

Please apply from below link.

<https://tuj.bamboohr.com/careers/109?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 curriculum vitae, and
3. a list of two references with 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

Qualifications & Experience

- Bachelor's degree or equivalent professional experience.
- Strong Japanese communication skills required (native or near-native proficiency preferred).
- Comfortable communicating in English in a university or international environment.
- Previous experience in administrative support, office coordination, event coordination, community relations, student support, or a related field.
- Strong interpersonal and communication skills with the ability to interact professionally and warmly with a diverse population of students, faculty, staff, and external stakeholders.
- Excellent organizational skills and attention to detail, with the ability to manage multiple priorities simultaneously.
- Ability to work independently while also collaborating effectively within a team environment.
- Demonstrated flexibility, professionalism, discretion, and sound judgment.
- Proficiency with Microsoft Office, Google Workspace, Zoom, and related office productivity tools.

Preferred Qualifications & Experience

- Experience working in higher education, international education, nonprofit organizations, or community-based

organizations.

- Experience coordinating events, outreach activities, or public-facing programs.
- Experience supervising or coordinating student workers or young adults.
- Familiarity with Japanese community relations and business etiquette.
- Experience working in a bilingual Japanese-English environment.
- Familiarity with design or communication tools such as Canva or similar platforms is a plus.
- Demonstrated interest in student support, cross-cultural communication, and community engagement.

Company Description