



Student Health Coordinator

Working at American University in Japan

Job Information

Hiring Company

[Temple University, Japan Campus](#)

Subsidiary

Temple University, Japan Campus (TUJ)

Job ID

1602873

Division

Counseling Center (Student Wellness Services)

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

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 (9:00 to 17:30, Monday to Friday)

Holidays

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

Refreshed

July 17th, 2026 16:08

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description**Position**

Student Health Coordinator

Department

Counseling Center (Student Wellness Services)

Position type

Full-time

Location

City Campus (Sangen-jaya station)

Work hours

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

Report to

Executive Director for Counseling 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

The Student Health Coordinator will focus on providing care coordination services to students with medical and mental health issues. The tasks of the Student Health Coordinator include identifying appropriate clinics and supporting appointment scheduling, updating and maintaining a vetted network of English-speaking local hospitals, clinics, and mental health providers in Tokyo and Kyoto, conducting pre-arrival outreach to the students with medical and mental health issues, and serving as a core operational lead for the TUJ CARE Team.

PRIMARY RESPONSIBILITIES

1. Care Coordination Including Crisis & Student Support (Non-Clinical)

- Coordinate access to off-campus medical and mental health services, including identifying appropriate clinics and supporting appointment scheduling
- Provide non-clinical support for students experiencing physical or psychological distress
- Escort students to medical facilities ONLY when necessary and appropriate
- Collaborate with IC staff to activate emergency services (ambulance and hospital coordination)
- Conduct follow-up and wellness check-ins for students returning from medical or mental health crises
- Support students in navigating health insurance, medication access, and continuity of care
- Act as a central coordinator during student health or mental health crises
- Support staff who are responding to emergencies
- Coordinate post-crisis response, including family communication when appropriate and permitted

2. CARE Team Leadership & Case Management

- Serve as a core operational lead for the TUJ CARE Team
- Screen incoming CARE reports and determine appropriate response level
- Manage non-urgent and moderate-risk cases proactively before escalation
- Coordinate communication among faculty, staff, and relevant departments
- Maintain organized, confidential case documentation and follow-up tracking

- Lead CARE meetings and ensure timely case review and resolution
- Develop standardized protocols for case handling and escalation

3. Resource Development & Community Partnerships

- Regularly update and maintain a vetted network of English-speaking local hospitals, clinics, and mental health providers in Tokyo and Kyoto
- Identify culturally competent and English-accessible services
- Explore partnerships for visiting clinicians and telehealth services
- Maintain a centralized, accessible health resource database for students and staff

4. Pre-Arrival Risk Prevention

- To the extent possible, identify high-risk cases
- Conduct pre-arrival outreach to students to provide guidance on: medication access in Japan, ongoing treatment planning, and local healthcare systems
- Help in proactively setting expectations about care options and university's limitations.
- Collaborate with admissions and student affairs to improve pre-arrival health communication

5. Health Education & Wellness Programming

- Develop and implement a structured annual wellness programming plan
- Deliver workshops on stress management, academic burnout and sleep and lifestyle habits
- Provide targeted programming for incoming students, and international students adjusting to Japan
- Collaborate with Residence Life (DM/RA) to deliver wellness initiatives
- Organize campus-wide wellness events and campaigns

6. Training & Capacity Building for Staff

- Train or arrange training on recognizing signs of distress, responding to student health concerns, and referral pathways to medical providers
- Develop quick-reference guides and emergency response manuals
- Serve as a consultation resource for staff handling student concerns
- Develop and disseminate clear response protocols for: panic attacks, medical emergencies, and psychotic episodes

7. Data, Reporting, and Institutional Strategy

- Track trends in student health concerns and CARE referrals
- Prepare regular reports for university leadership
- Identify emerging risks and recommend policy or resource changes
- Contribute to long-term planning for student health infrastructure

APPLICATION PROCESS

Review of applications will begin immediately and will continue until the position is filled.

Please apply from from below link.

<https://tuj.bamboohr.com/careers/112?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
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 AND EXPERIENCE

- Proficiency in both English and Japanese (spoken and written)
- At least two years of relevant administrative or coordination experience, or equivalent combination of education and experience
- Strong organizational, multitasking, and problem-solving abilities
- Excellent communication and interpersonal skills
- High level of discretion and commitment to confidentiality
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Possibility to work some evenings and weekends in case of emergency
- A student-centered, service-oriented mindset and adaptability in a fast-paced, multicultural environment

PREFERRED QUALIFICATIONS AND EXPERIENCE

- Bachelor's or Master's degree in Public Health, Health Administration, Psychology, Nursing, or a related field.
- Nursing experience
- Experience in higher education, student services, or international programs.
- Familiarity with health promotion, wellness, or student development principles.
- Experience in crisis management and emergency response

Company Description