



Director of Residence Life Exclusive job

英語が活かせる仕事！海外のような職場（米国大学の日本校）環境！

Job Information

Hiring Company

[Temple University, Japan Campus](#)

Job ID

1605133

Division

Office of Student Services and Engagement

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

5.5 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

土日祝及び、大学カレンダーに準ずる、年間休日数（125日）

Refreshed

August 26th, 2026 15:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent (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**

Director of Residence Life

DEPARTMENT

Office of Student Services and Engagement

REPORT TO

Assistant Dean of Student Services

POSITION TYPE

Full-time

LOCATION

Hillside Center (Mizonokuchi station): with regular travel to dorm residences. Hybrid-remote flexibility after initial training period available.

WORK HOURS

37.5 hours per week (9:00 to 17:30, Monday to Friday): Evening and weekend hours required on occasion to respond to residents or operational needs.

VISA REQUIREMENT

Temple University, Japan Campus (TUJ) is able to sponsor a visa for this position.

SALARY & BENEFITS

Salary commensurate with experience.

Fifteen (15) days paid vacation in the first year, increasing to 24 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 expanding its student housing operations in response to the continued growth of its international student population. To support this expansion, TUJ is establishing a new Director of Residence Life position to provide strategic leadership and operational oversight for its student residences across the Tokyo area.

The Director of Residence Life will support the daily operations of the dorms, community programming, and administrative functions of TUJ occupied student residences. Reporting to the Assistant Dean of Student Services, the Director plays a pivotal leadership role in ensuring the quality, safety, and development of student life in TUJ Residences.

The Director will lead the housing team including Assistant Director of Residence Life, Dorm Managers (DMs), Resident Assistants (RAs), and Community Builders (CBs). They will be responsible for leading the housing team, responding to housing related emergencies and crises, overseeing operations, and engaging with residential communities. The Director serves as a primary liaison between property management companies, TUJ facilities, and the OSSE.

About the Office of Students Services and Engagement (OSSE)

OSSE provides high-quality services to TUJ's diverse student population to support their success and well-being as they become members of the university community. OSSE assists incoming students with student visa applications, financial aid, housing, and organizes orientations to help students adapt to the academic and social life at TUJ. OSSE also oversees student activities and events both on and off campus and works with various student groups to encourage social interaction among students.

As a member of OSSE, the Director of Residence Life will have the opportunity to support off-campus student activities and excursions.

PRIMARY RESPONSIBILITIES**Residence Life Leadership & Operations**

- Supervise the TUJ housing team, including hiring, training, and ongoing professional development for the Assistant

Director of Residence Life, Dorm Managers, Resident Assistants, and Community Builders

- Ensure quality across all TUJ-managed residences by communicating and collaborating with property management companies on safety and security protocols and residence life initiatives
- Work with the university's conduct office to manage community standards and student conduct within the residences
- Monitor and report on residence occupancy, maintenance needs, and student community engagement outcomes
- Assist with residence tours, orientation sessions, and visits from prospective students, families, and institutional partners
- Respond to and manage student crises and emergencies, including mental health concerns, conduct violations, and facilities incidents; make appropriate referrals to TUJ departments
- Maintain regular communication and collaboration with internal TUJ and Main Campus departments
- Perform additional duties as assigned by OSSE Leadership

Community Development and Student Engagement:

- Organize and lead the dorm teams' execution of events, initiatives, and social engagement opportunities to enhance residential experience at the TUJ residences
- Design and implement sustainable programming at the dorms that encourage students' personal growth and holistic development, facilitates communication between residents and the university, and help to detect struggling students so that early intervention and outreach can take place
- Support outreach and visibility of residence life activities across the TUJ community
- Solicit and collect feedback from residents regarding their experiences and preferences to enhance programs and services

Application Process

Review of applications will begin immediately with a desired start of October 2026 or shortly thereafter.

Please apply from below link.

<https://tuj.bamboohr.com/careers/115?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 those applicants who make it past the initial review will be contacted.

Temple University, Japan Campus is committed to equal employment, and to increase diversity and inclusivity in both its community and curricula. All qualified applicants shall have 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

- Bachelor's degree
- 5+ years of professional experience in a higher education or relevant residence life work experience
- Business-level proficiency in both verbal and written English and Japanese
- Strong computer skills, including Microsoft Office applications (particularly Excel), with experience using CRM systems, student information systems, or other administrative databases
- Excellent organizational, problem-solving, and administrative skills, with the ability to manage multiple priorities in a dynamic environment
- Demonstrated ability to evaluate and improve processes with an equity, inclusion, and student-centered approach
- Strong teamwork and collaborative mindset with demonstrated ability to work effectively across cultures

PREFERRED QUALIFICATIONS AND EXPERIENCE

- Experience managing staff or leading a team
- Experience in student development or student leadership

Company Description