



Operations Coordinator

Working at American University in Japan

Job Information

Hiring Company

[Temple University, Japan Campus](#)

Subsidiary

Temple University, Japan Campus (TUJ)

Job ID

1605193

Division

Career Development

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

August 27th, 2026 10:00

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

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description**Position**

Operations Coordinator

Department

Career Development

Position Type

Full-time

Location

City Campus (Sangen-jaya station)

- Commuting primarily to City Campus with regular rotation to Hillside Center (Mizonokuchi station). Primary work location is subject to change based on work volume, contents, and seasonal needs.
- Hybrid-remote flexibility after initial training period available.

Report to

Executive Director for Career Development

Work Hours

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

Weekend/evening work to attend career events; 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 Operations Coordinator provides essential operational leadership for the Career Development, enabling the department to maintain service quality and strategic focus. This role manages the infrastructure that supports student engagement, data integrity, and operational consistency across Career Development's programs and platforms.

The Operations Coordinator ensures that systems, processes, and student-facing infrastructure operate efficiently and consistently. This includes leading database implementation and management, supervising student workers, and maintaining digital platforms that support student engagement and institutional reporting.

This role enables career advisors to focus on direct student support and strategic employer development by managing the operational foundation of the department. The position requires strong organizational and technical skills, with the ability to manage multiple projects simultaneously while maintaining attention to detail and service quality.

PRIMARY RESPONSIBILITIES**Operational Systems & Infrastructure**

- Manage and maintain student-facing platforms including TUportal, Canvas, Suitable, digital signage, campus bulletin boards, and public website content.
- Lead Slate database implementation and ongoing data management, including workflow integration and event registration configuration.
- Oversee First Destination Survey outreach, tracking, and data compilation.
- Develop and maintain operational documentation and standard operating procedures to ensure consistent service between three campuses.

Student Worker & Front Desk Management

- Recruit, hire, train, and supervise student workers and student mentors.
- Ensure consistent service standards across front desk operations, event support, social media management, and peer advising.
- Develop student workers' career readiness through structured training, regular feedback, and exposure to professional workplace standards
- Coordinate student worker scheduling, time sheet reporting, and budget allocation.

Assessment & Reporting

- Support internal data tracking and assessment initiatives.
- Collaborate with executive director to track engagement metrics and system performance.

APPLICATION PROCESS

Review of applications will begin immediately. Desired start date is October 1, 2026.

Please apply from below link.

<https://tuj.bamboohr.com/careers/113?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

1. Cover letter
2. Resume or CV
3. Contact information for two references

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
- Minimum of 2 years of full-time professional experience in operations, project management, program coordination, or education administration.
- Strong written and verbal communication skills in English; near-native-level ability preferred.
- Strong organizational and project coordination skills.
- Detail-oriented with proven ability to manage multiple concurrent responsibilities while maintaining composure in a dynamic work environment.
- Strong interpersonal skills, well organized, flexible, and a good team player.
- Familiarity with career services or student services operations.

PREFERRED QUALIFICATIONS AND EXPERIENCE

- Experience working with CRM platforms or other database systems.
- Business-level or higher Japanese ability.
- Experience with teaching or training students or junior staff.

Company Description