



Career Advisor

Working at American University in Japan

Job Information

Hiring Company

[Temple University, Japan Campus](#)

Subsidiary

Temple University, Japan Campus (TUJ)

Job ID

1605198

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

September 3rd, 2026 02:00

General Requirements

Minimum Experience Level

Over 3 years

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**

Career Advisor

Department

Career Development

Position Type

Full-time

Location

City Campus (Sangen-jaya station)

- Commuting primarily to City Campus with regular travel 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

Associate Director for Career Development

Work Hours

37.5 hours per week (10:00 to 18:30, 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 Career Advisor supports career outcomes for graduate students and early-career alumni by connecting them with internship and employment opportunities aligned with their professional goals. This role manages the affiliated internship program for Master of Management (MiM) students, including sourcing new employer partnerships, coordinating placements, and supporting students through the internship cycle. The position also develops employer relationships that expand professional pathways for graduate-level job seekers and recent alumni entering the workforce. While this position will report directly to the Associate Director for Career Development, they will also collaborate closely with the Director of Master in Management Program and the team.

Primary Responsibilities**Individual Career Advising & Coaching**

- Provide one-to-one career coaching for MiM students, recent MiM alumni, and recent undergraduate alumni, including job search strategy, resume development, and interview preparation
- Track appointment volume and outcomes to inform program development and resource allocation

Internship Development & Program Management

- Source and develop internship opportunities for MiM students, with a focus on placements aligned with students' professional goals
- Serve as the primary coordinator for the MiM summer internship term, managing employer relationships, company visits, student placements, and program logistics

- Build and maintain relationships with employers to expand internship and employment pipelines for graduate-level job seekers

Internship and Employment Data Management

- Collaborate with the undergraduate internship program coordinator on shared infrastructure, including internship information sessions, Canvas-based application platforms, and student-facing resources
- Manage internship evaluations in Suitable and maintain accurate internship outcome records in Slate
- Track internship outcomes and student progress to support program assessment and continuous improvement

Additional Responsibilities

- Teach or co-teach a course on career development and professional readiness, as required by the business school curriculum in a given academic year.
- Support CDO & MiM career related events and programming as needed, including career fairs, employer information sessions, company visits, and student-facing workshops
- Engage in MiM admissions interviews to evaluate their career readiness
- Assist with student worker coordination, including scheduling and day-to-day supervision support
- Contribute to other career development initiatives and projects as assigned by the Associate Director of the Career Development Office or by Master in Management Program Director

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/117?source=aWQ9Mg%3D%3D>

Required application materials:

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 & EXPERIENCE

- Bachelor's degree
- Minimum of 3 years of professional work experience in the private sector in Japan
- Excellent verbal and written communication skills in both English and Japanese
- Ability to accurately review and edit application materials (e.g., resumes, cover letters, entry sheets) and conduct mock interviews in both English and Japanese
- Demonstrated ability to build and maintain relationships with employers, including outreach, partnership development, and internship opportunity sourcing
- Strong coaching skills with a student-centered approach to career advising
- Ability to cultivate relationships with diverse constituencies including students, alumni, faculty, staff, and external stakeholders
- Professional and responsive communication style
- Strong technical skills (Microsoft Office suite, CRM, databases) and ability to quickly learn new systems and software
- Detail-oriented with proven ability to manage multiple concurrent responsibilities while maintaining composure in a dynamic work environment
- Familiarity with Japanese and global job markets, including internship structures and hiring practices

PREFERRED QUALIFICATIONS & EXPERIENCE

- MBA or master's/terminal degree in a business field
- Experience in project or program management
- Experience developing, coordinating, or managing internship programs
- Experience providing in career coaching including resume writing, interview preparation, career exploration, and job search strategies
- Experience advising graduate students or early-career professionals
- Experience leading or supporting recruitment and hiring processes
- Experience delivering engaging presentations in English
- Working knowledge of Japan's new graduate and mid-career recruitment systems

Company Description