



Campus Operations and Special Projects Coordinator 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

1609752

Division

Information Center

Industry

Education

Company Type

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

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Kyoto Prefecture, Kyoto-shi Fu-shi Mi-ku

Train Description

Main Line, Sumizome Station

Salary

4 million yen ~ Negotiable, based on experience

Salary Bonuses

Bonuses paid on top of indicated salary.

Hourly Rate

Main office hours: 9:00 to 17:30, Monday to Friday. 37.5 hours

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

September 21st, 2026 01:00

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:**

Campus Operations and Special Projects Coordinator

DEPARTMENT:

Information Center

REPORT TO:

Information Center Manager

POSITION TYPE:

Full-time

WORK HOURS:

37.5 hours per week

OPERATION HOURS:

8:30 – 19:00, Monday to Friday

*Occasional evening work may be required for campus events to support.

SHIFT SCHEDULE:

Mainly working one of three shifts but may be asked to work other shifts on an as-needed basis.

Monday through Friday:

08:30 – 17:00

09:00 – 17:30

10:30 – 19:00

LOCATION:

TUJ Kyoto (Fujinomori station)

VISA REQUIREMENT:

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

SALARY & BENEFITS:

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 allowance, a welfare-discount program membership, and retirement payment system.

OVERVIEW OF POSITION:

Temple University, Japan Campus (TUJ) seeks a highly organized, service-oriented, and proactive professional to serve as the Campus Operations & Special Projects Coordinator.

This hybrid role combines front-facing campus operations at the Information Center with strategic coordination of campus-wide special projects and student events under the Dean's Office.

The position plays a vital role in two key areas:

- Serve as the primary point of contact for visitors and prospective students.
- Contributing to campus-wide initiatives, signature events, and cross-departmental projects that enhance the TUJ student experience and institutional visibility.

The successful candidate will demonstrate professionalism, operational efficiency, project management skills, and the ability to balance customer service responsibilities with strategic event coordination.

PRIMARY RESPONSIBILITIES:

[Information Center & Campus Operations]

- Serve as the initial point of contact for visitors, prospective students, and campus guests
- Answer and redirect phone inquiries; respond to general email inquiries in a timely and professional manner
- Provide accurate information about TUJ programs and services to prospective and current students
- Manage walk-in visitors and general reception duties
- Maintain CRM data and create/update records
- Update program, campus events, and staff calendars
- Process and distribute incoming mail and courier deliveries
- Oversee TUJ merchandise production, sales, and inventory
- Manage promotional materials and office supply inventory
- Issue TUJ ID cards, commuter stickers, and long-distance discount coupons
- Manage student locker assignments
- Provide basic assistance for minor student medical concerns and Sick Room use
- Support campus offices and programs with promotional and student service activities

[Campus-Wide Special Projects & Student Events (Dean's Office)]

- Coordinate the planning and execution of campus-wide events (lectures, student recognition events, cultural programs, institutional ceremonies, and special initiatives)
- Develop event timelines, manage logistics, and coordinate vendors and space reservations
- Track event budgets and maintain financial documentation
- Collaborate with Academic Affairs, Student Services, Admissions, and other offices
- Support strategic initiatives led by the Dean's Office
- Prepare briefing materials, event summaries, and reports
- Assist with cross-functional campus projects requiring coordination across departments
- Promote student participation and engagement in institutional events
- Assess event effectiveness and recommend improvements

APPLICATION PROCESS:

Review of applications will begin immediately with a desired start date of October 15, 2026. Applications received before September 1, 2026 will be given priority review.

Please apply from below link.

<https://tuj.bamboohr.com/careers/120?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 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:**

- English proficiency; intermediate-level Japanese preferred
- Bachelor's degree
- Minimum of 3 years of professional work experience, with experience in higher education or customer service environment preferred
- Excellent written communication skills, including professional email correspondence
- Strong organizational and multitasking skills
- Detail-oriented and customer-focused
- Ability to manage operational duties while overseeing project timelines
- Strong interpersonal skills and ability to collaborate across departments
- Proficiency in Microsoft Word and Excel
- Ability to work flexible shifts

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- Experience in event planning or project coordination
- Experience in higher education administration
- Study abroad experience
- CRM database experience

Company Description