



Administrative Assistant

Working at American University in Japan

Job Information

Hiring Company

[Temple University, Japan Campus](#)

Subsidiary

Temple University, Japan Campus (TUJ)

Job ID

1611583

Division

Academic English Program (AEP)

Industry

Education

Company Type

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

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Contract

Location

Tokyo - 23 Wards, Setagaya-ku

Train Description

Tokyu Denentoshi Line 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 10th, 2026 15:06

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**

Administrative Assistant

DEPARTMENT

Academic English Program (AEP)

REPORT TO

Associate Provost of Education Programs

POSITION TYPE

Full-time

MATERNITY COVER

This is fixed-term starting from October 2026 to December 2027 with the possibility to extend depending on the returning date of the post-holder.

WORK HOURS

37.5 hours per week (10:00–18:30, Monday through Friday)

*Standard working hours are generally listed above, however, the start and end times may vary by approximately 15-75 minutes depending on the classes and programs scheduled each day.

*Saturday work may be required when in-person classes or events are held.

*Substitute holidays and compensatory time will be provided, as applicable.

LOCATION

City Campus (Sangen-jaya station)

*Hybrid-remote flexibility after initial training period available.

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/telework allowance.

OVERVIEW OF POSITION

Temple University, Japan Campus (TUJ), Academic English Program (AEP), offers semester-long and short-term academic English programs for learners of various ages, from elementary school students to adults.

The Administrative Assistant will support the promotion, preparation, and operation of AEP programs, with a particular focus on semester-long programs for high school and university students and working adults. The programs and responsibilities assigned to the position may change depending on departmental needs.

The position is responsible for a wide range of administrative tasks, including room reservations, applications, tuition payments, student rosters, records management, and the hiring and coordination of teaching assistants and student workers.

The successful candidate will communicate regularly with AEP staff, instructors, students, and representatives of educational institutions, including Japanese universities and high schools. Responsibilities will also include conducting information sessions for prospective and current students, meeting with faculty and staff at partner institutions, conducting student

surveys, and making recommendations for program improvements.

PRIMARY RESPONSIBILITIES

Administrative Duties

- Process student applications and tuition payments
- Provide administrative support to students and instructors
- Communicate and coordinate with staff, instructors, students, and representatives of educational institutions
- Prepare and maintain administrative documents, including attendance sheets, feedback forms, certificates, grade reports, and student records
- Manage student and program data using Excel and Microsoft Office applications
- Prepare invoices and maintain accurate records and documentation
- Respond to inquiries by email, telephone, and in person
- Follow up with students regarding account activation and other enrollment-related procedures
- Coordinate classroom reservations and other program logistics
- Assist with the hiring and coordination of teaching assistants and student workers
- Perform other administrative duties and provide support to the AEP team as needed

Event Coordination

- Coordinate OSSE events, including communication with OSSE representatives, promotional materials, orientation presentations, and registration
- Plan and coordinate AEP events, including event content, schedules, and logistics
- Coordinate with the academic team, other staff, and partner Japanese universities to ensure smooth event operations
- Arrange classroom reservations, event materials, and other logistical needs
- Coordinate support staff and student workers for events

Marketing and Promotion

- Promote AEP programs through social media, including Facebook and Instagram, as well as university communication channels
- Create and manage social media content, including photos, graphics, captions, and other written materials
- Maintain and update AEP social media accounts
- Conduct information sessions to promote AEP programs
- Meet with prospective students, parents, and representatives of educational institutions, both in person and online
- Work with relevant departments to update website content and develop brochures, flyers, and other promotional materials

APPLICATION PROCESS

Review of applications will begin immediately and will open until filled. Desired start date is October or early November 2026.

Please apply from below link.

<https://tuj.bamboohr.com/careers/125?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

- Bachelor's degree
- 3-5 years of experience in administrative or office work
- Native-level proficiency in Japanese and advanced-level proficiency in English, both written and spoken
- Strong communication and interpersonal skills
- Ability to work effectively with colleagues, students, instructors, and external partners
- Strong organizational skills and attention to detail
- Ability to manage multiple tasks, prioritize responsibilities, and meet deadlines
- Flexibility and willingness to adapt to changing priorities and program needs
- Interest in international education

PREFERRED QUALIFICATIONS AND EXPERIENCE

- Educational experience in both Japan and overseas (study-abroad experience at an American university preferred)

- Experience in marketing, business development, student recruitment, or communications
- Experience managing social media accounts, particularly Facebook and Instagram
- Experience creating promotional materials, visual content, or social media content
- Experience with graphic design or design software such as Canva
- Experience working in an educational institution or international environment
- Experience in student services or program administration

Company Description