

Employer Outreach Specialist, Career Development

Working at American University in Japan

Job Information

Hiring Company
Temple University, Japan Campus

Subsidiary
Temple University, Japan Campus (TUJ)

Job ID
1618694

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 ~ 6 million yen

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
November 10th, 2026 00:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Business Level (Amount Used: English usage about 25%)

Minimum Japanese Level
Business Level

Minimum Education Level
Bachelor's Degree

Visa Status
No permission to work in Japan required

Job Description

Position

Employer Outreach Specialist

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 Career Development at TUJ is committed to advancing student career readiness and strengthening employer partnerships that expand professional pathways for undergraduate students.

The Employer Outreach Specialist plays a key role in positioning TUJ as a valued talent pipeline for employers in Japan and overseas. This newly created position is responsible for developing and executing a strategic employer engagement plan that aligns labor market opportunities with TUJ’s academic programs and student interests.

The Employer Outreach Specialist will proactively cultivate employer relationships, expand part-time, internship, and full-time hiring pipelines, and enhance employer brand presence within the TUJ community. A key priority of this role is expanding employer partnerships that create accessible professional pathways for TUJ’s diverse and multilingual student population. This role requires a strategic, collaborative approach to industry engagement, cross-campus communication, and program development designed to increase student access to high-quality career opportunities.

Primary Responsibilities

Strategic Employer Engagement

- Work with Executive Director to develop and implement a strategic outreach plan to expand employer partnerships across priority industries aligned with TUJ academic programs.
- Identify growth sectors and proactively build relationships with organizations that can provide scalable internship and employment opportunities.
- Proactively identify and develop internship and employment opportunities accessible to students with a lower level of Japanese proficiency.
- Develop and cultivate employer partnerships that expand inclusive hiring pathways, including organizations with

established disability employment frameworks in Japan.
- Serve as the primary relationship manager for employer partners, ensuring long-term engagement and repeat recruitment.
- Monitor labor market trends and recruiting practices to inform employer targeting and student preparation initiatives.
- Utilize career platform data and student interest trends to refine employer engagement strategy.
- Increase employer brand visibility on campus through coordinated recruitment activities, events, and communications.
- Represent TUJ at external industry events such as Tokyo Chamber of Commerce employment information exchange meetings between member companies and educational institutions to expand institutional visibility.

Program Development & Campus Collaboration

- Partner with faculty and internal stakeholders to align employer engagement initiatives with academic programs and experiential learning goals.
- Lead the planning and execution of employer-facing programs, including career fairs, networking events, and targeted industry programs.
- Establish metrics to assess employer engagement growth, student participation, and hiring outcomes.
- Identify opportunities to enhance internship participation and strengthen employer conversion rates.
- Manage and continuously improve internal and public-facing communications related to employment and internship opportunities.
- Contribute to strategic initiatives that improve First Destination outcomes and internship participation rates.
- Oversee First Destination Survey outreach, tracking, and data compilation.
- Support internal data tracking and assessment initiatives.

Student-Facing Impact

- Collaborate with Career Advisors to ensure alignment between employer outreach efforts and student career development needs.
- Provide presentations and industry insights to students to enhance understanding of market expectations and recruitment cycles.
- Promote experiential learning opportunities including internships, fellowships, research, and employer-sponsored programming.
- Support broader Career Development Office initiatives as assigned.

Application Process

Review of applications will begin immediately. Desired start date is January 1, 2027.

Please apply from below link.

https://tuj.bamboohr.com/careers/116?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 and Experience

- Bachelor’s degree
- Minimum of 3 years of professional experience in employer relations, recruitment or talent acquisition, business development, or partnership development.
- Excellent written and verbal communication skills in Japanese and English. The candidate will need to seamlessly conduct meetings, deliver presentations, and create written materials in both languages; native-level Japanese with fluent English is preferred.
- Knowledge of Japan’s employment market and employer recruiting practices.
- Demonstrated ability to develop and sustain strategic relationships with external stakeholders.
- Proven presentation and stakeholder engagement skills.
- Strong analytical skills with the ability to interpret labor trend information.
- Strong organizational skills and ability to manage multiple initiatives simultaneously.
- Proficiency with Microsoft Office applications and experience using web-based platforms, with the ability to quickly learn and effectively utilize new systems.
- Flexibility to work occasional evenings for events.

Preferred Qualifications and Experience

- Demonstrated ability to independently initiate and cultivate employer partnerships through proactive outreach and sustained relationship-building.
- Experience planning employer engagement initiatives, such as career fairs and information sessions.
- Understanding of student career development and the role of experiential learning in preparing students for

employment.

Company Description