

Executive Coordinator

Working at American University in Japan

Job Information

Hiring Company
Temple University, Japan Campus

Subsidiary
Temple University, Japan Campus (TUJ)

Job ID
1618707

Division
Enrollment Management

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
4.5 million yen ~ 5 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 17th, 2026 12:00

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
Native Level

Minimum Education Level
Bachelor's Degree

Visa Status
No permission to work in Japan required

Job Description

Position

Executive Coordinator

Department

Enrollment Management

Position type

Full-time

Location

City Campus (Sangen-jaya station): Limited hybrid-remote flexibility may be available, depending on the nature of the role and operational needs.

Work hours

37.5 hours per week (9:00–17:30, Monday through Friday)

Report to

Senior Dean & Vice President for Enrollment Management

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 the Position

The Executive Coordinator provides high-level administrative and operational support to the Senior Dean & Vice President for Enrollment Management and assists with the coordination of Enrollment Management activities across Temple University, Japan Campus (TUJ). The position serves as a central point of support for the Senior Dean &Vice President, helping manage a broad range of priorities, projects, meetings, communications, travel, data and reporting, and follow-up activities.

This role goes beyond traditional administrative support. The Executive Coordinator will work closely with the Senior Dean & Vice President on Enrollment Management initiatives and will coordinate with offices and colleagues across the university as needed. The successful candidate will be highly organized, proactive, flexible, and comfortable managing multiple priorities in a fast-paced environment. The Executive Coordinator should be confident using technology, learning new systems, troubleshooting routine issues, and finding efficient ways to organize and complete work.

PRIMARY RESPONSIBILITIES

- Manage the Senior Dean & Vice President’s calendar, including scheduling and coordinating meetings, appointments, events, and other commitments
- Arrange domestic and international travel and visits, including transportation, accommodations, itineraries, registrations, and related logistics
- Provide day-to-day administrative and operational support to the Senior Dean & Vice President and handle a wide variety of assignments and requests as priorities arise
- Support Enrollment Management projects and initiatives, including coordinating timelines, gathering information, preparing materials, tracking action items, and following up with relevant colleagues
- Compile, organize, and review Enrollment Management reports and data, including retention, graduation rates, enrollment trends, and other key metrics, for planning, presentations, meetings, and decision-making
- Coordinate communication and information flow among Enrollment Management offices and with other university departments and external partners
- Use university systems and common productivity tools effectively to support operations, maintain records, and improve administrative processes

- Learn and work with systems used within Enrollment Management including Slate and other university platforms; assist with routine system-related tasks and coordination as appropriate
- Help identify practical ways to streamline workflows and improve organization, communication, and use of technology within the Senior Dean & Vice President's area
- Handle sensitive and confidential information with appropriate discretion and professionalism
- Support special projects, events, and other Enrollment Management activities as assigned
- Perform other duties as assigned by the Senior Dean & Vice President for Enrollment Management

Application Process

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

Please apply from below link.

https://tuj.bamboohr.com/careers/131?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 or equivalent combination of education and relevant professional experience
- Strong written and verbal communication skills in English and Japanese
- At least 2–3 years of relevant experience in administrative coordination, project coordination, business operations, or a related field
- Excellent organizational and time-management skills, with the ability to manage multiple priorities and follow through on details independently
- Strong general computer and technology skills, including proficiency with Microsoft Office applications such as Outlook, Word, Excel, PowerPoint, and Teams, and able to use AI tools appropriately to improve efficiency and productivity
- Demonstrated comfort working with spreadsheets, shared files, databases, web-based systems, and digital workflows, with the ability to learn and adapt to new technologies quickly
- Strong interpersonal skills, with a friendly, approachable, and service-oriented manner and a genuine commitment to supporting students, colleagues, and other stakeholders
- Sound judgment, professional discretion, emotional maturity, and resilience, with the ability to remain positive, composed, and objective in a fast-paced and sometimes sensitive work environment
- Ability to work independently, anticipate needs, take initiative, and adapt flexibly to changing priorities
- Collaborative, solutions-oriented mindset and the ability to handle challenges constructively while maintaining focus on organizational priorities

PREFERRED QUALIFICATIONS AND EXPERIENCE

- Experience supporting a senior university administrator or a company executive, coordinating work across multiple teams or departments
- Study abroad experience or experience working in an international environment

Company Description