

Administrative Assistant

Exclusive job

Working at American University in Japan

Job Information

Hiring Company
Temple University, Japan Campus

Subsidiary
Temple University, Japan Campus (TUJ)

Job ID
1623722

Division
Admissions Counseling Office

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, Sangenjaya Station

Salary
Negotiable, based on experience

Salary Bonuses
Bonuses paid on top of indicated salary.

Work Hours
09:00-17:30 Monday to Friday

Holidays
Weekends, Public Holidays, approx. 2 weeks over New Year

Refreshed
November 20th, 2026 10:19

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
Fluent Level

Minimum Education Level
Bachelor's Degree

Visa Status
No permission to work in Japan required

Job Description

POSITION:

Administrative Assistant

DEPARTMENT:

Admissions Counseling Office

REPORT TO:

Director of Domestic Admissions

POSITION TYPE:

Full-time

WORK HOURS:

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

LOCATION:

City Campus (Sangen-jaya 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) is seeking a detail-oriented, organized, and service-minded Administrative Assistant to support Admissions Counseling team and ensure the smooth and efficient operation of daily admissions activities.

The Admissions Counseling Department at TUJ assists prospective undergraduate and graduate students with exploring academic programs, understanding admission requirements, and navigating the application process.

This position will provide administrative and operational support throughout the admissions process, including application document processing, transfer application support, prospective student inquiries, data management, and admissions event preparation. The position will also serve as an important point of contact for prospective students and visitors, helping to provide welcoming and professional experience at TUJ.

The ideal candidate will be highly organized, customer-service-oriented, and able to manage multiple priorities in a fast-paced environment while working collaboratively with Admissions Counselors and other university departments.

PRIMARY RESPONSIBILITIES:

- Undertake the processing of transcripts in a CRM system called Scarlet CS/STARS and related tasks for all applicants using Scarlet CS/STARS
- Support daily office operations, including administrative support and coordination with the admissions team
- Receive and process application documents, including mail handling, document organization, and scanning
- Maintain accurate records and notify staff of application document receipt
- Respond to initial inquiries from prospective applicants via email, phone, and other communication channels
- Provide consultations, campus tours, and individual counseling to prospective applicants
- Prepare informational materials and brochure packets for visitors
- Monitor and manage inventory of brochures and promotional materials
- Assist in planning, coordinating, and executing admissions-related events
- Provide on-campus event support and visitor assistance
- Manage data using CRM systems

- Maintain accurate enrollment and student status data for recipients of the Mochida-Stronach Scholarship and report scholarship-related expense information to Temple University's Main Campus.

PPLICATION PROCESS:

Review of applications will begin immediately with a desired start date of February 1, 2027. Applications received before November 30, 2026 will be given priority review.

Apply for This Job :

https://tuj.bamboohr.com/careers/148?source=aWQ9Mg%3D%3D

*You will be directed to an external job platform, BambooHR.

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
- Minimum 3 years of relevant professional experience in administrative support, sales support, or customer service
- Excellent written and verbal communication skills in Japanese (native or native-level proficiency) and English (fluent proficiency)
- Excellent PC skills (Database, Word, Excel and PowerPoint)
- Strong communication and interpersonal skills
- Excellent organizational skills with high attention to detail
- Ability to manage multiple tasks in a fast-paced environment
- Customer service–oriented mindset with a collaborative, team-focused attitude

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- Working knowledge of CRM systems
- Experience in administrative support, admissions, or other customer-facing roles

Company Description