



Web Developer 👍 Exclusive job

Working at American University in Japan

Job Information

Hiring Company

[Temple University, Japan Campus](#)

Subsidiary

Temple University, Japan Campus (TUJ)

Job ID

1083846

Division

Communications and Marketing Support

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

Negotiable, based on experience

Work Hours

9:00 to 17:30, Monday to Friday

Refreshed

January 22nd, 2021 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

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

Overview of position:

Temple University, Japan Campus (TUJ) is looking for a web developer who will be responsible for the maintenance and development of the university website as well as development aspects of digital marketing.

In this exciting and important role, the web developer will be part of the Communications team who deal with advertising, publications, and public relations, but will also be working closely with the Directors of seven programs at TUJ (Undergraduate and three graduate programs, the English language program, Corporate Education and Continuing Education) as well as TUJ's technical staff to ensure a high quality, effective website to support the university's mission of contributing to international education and cross-cultural understanding.

TUJ's website is an information hub for the university's operation and management. The web developer will also be responsible for the maintenance of the current website, and the development of the future website. The web developer will also work closely with the various TUJ departments to ensure timely updates of the website.

Primary Responsibilities:

- Run TUJ's bilingual (E/J) website (the website) smoothly in coordination with other departments, taking into account the operations of the entire organization.
- Plan, schedule, coordinate, and execute web projects for better support of the operation of the university, marketing and PR.
- Research, develop and implement digital marketing strategies, including SEO, online advertising, and mail and social media marketing.
- Design and create effective web pages and other digital marketing communication tools such as email and social media.
- Help create content that contributes to the promotion of the university, including news stories and videos.

Required Skills

Qualifications & Experience:

- 3 or more years of experience in managing bilingual websites for a mid-to-large organization.
- 3 or more years of experience in web design and development with solid knowledge and skills of basic design and layout, HTML, and CSS, as well as the basic ability to use tools such as Photoshop, Illustrator, Git/GitHub
- Basic knowledge of web technologies, including web servers such as Apache, and web programming languages such as PHP
- Ability to understand TUJ's target market, work with members of the organization and the communications team to market and promote the website
- Demonstrated ability to solve business problems with viable, long-term solutions
- Ability to accept general direction and work independently while also collaborating with other members of various departments to achieve deliverables
- Strong content development skills for digital medium, including websites and also other digital platforms such as social media
- Experience in web analysis tools such as Google Analytics, Search Console, and Tag Manager
- Ability to outsource and manage projects
- Focus on customers, follow and business protocol
- Experience with WordPress and Drupal
- Either native level Japanese with business level English OR native level English with business level Japanese

Company Description

Temple University, Japan Campus (TUJ), was established in 1982 as an international campus of Temple University in Pennsylvania State, U.S.A. As the first and largest foreign university in Japan, TUJ was designated the first "Foreign University, Japan Campus" by the Ministry of Education, Culture, Sports, Science and Technology in 2005. All classes at TUJ are taught in English, and the curriculum, credits and degrees offered are the same as those of the main campus. Besides undergraduate and graduate studies (Masters and Doctoral programs in TESOL, Law School and MBA), to accommodate a broad demand for international education, TUJ has expanded its programs to non-credit Academic English and Continuing Education. Including the participants in the Corporate Education programs, TUJ is a home for more than 3,200 learners from over 60 different countries. For more information about TUJ, please visit the TUJ website: www.tuj.ac.jp