



Academic Advisor / Associate Academic Advisor [独占求人](#)

Working at American University in Japan

募集職種

採用企業名

[テンプル大学ジャパンキャンパス](#)

支社・支店

Temple University, Japan Campus (TUJ)

求人ID

1471926

部署名

Undergraduate Programs

業種

教育・学校

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 多数

雇用形態

正社員

勤務地

東京都 23区, 世田谷区

最寄駅

東急田園都市線、 三軒茶屋駅

給与

400万円 ~ 経験考慮の上、応相談

ボーナス

固定給+ボーナス

勤務時間

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

更新日

2024年05月09日 00:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ネイティブ (英語使用比率: 75%程度)

日本語レベル

日常会話レベル

最終学歴

大学卒 : 学士号

現在のビザ
日本での就労許可は必要ありません

募集要項

DEPARTMENT

Academic Advising Center, Undergraduate Program

POSITION TYPE

Full-time

WORK HOURS

37.5 hours per week
(Main office hours: 9:00 to 17:30, Monday to Friday)

REPORT TO

Director of Academic Advising, Academic Advising Center

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 fiscal year (July-June) 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, retirement payment system and tuition benefits for Temple University, Japan Campus (TUJ) programs.

OVERVIEW OF POSITION

As a part of the Academic Affairs Division, the Academic Advising Center (AAC) works closely with TUJ's undergraduate students throughout the student life cycle, from orientation through graduation. Academic advisors provide holistic and proactive support to help students to achieve their academic, personal, and professional goals. Accordingly, the academic advisor provides consultative advice on curricular requirements, major/minor selection, course selection, study skills, career options, TUJ resources, programmatic opportunities, and academic support and performance.

The person in this position will be a key member of our Academic Advising Center team. Academic Advisors frequently liaise with the Office of Student Services and Engagement, Financial Aid, Admissions, Career Services, academic departments, and other relevant departments both at TUJ and campuses in Philadelphia, PA and Rome, Italy.

PRIMARY RESPONSIBILITIES

The AAC provides academic advising for all undergraduate students on a caseload model. Each advisor is responsible for students within a set group of majors. Academic advising responsibilities include:

- Engage regularly with students, on an individual and group basis, who have diverse backgrounds, nationalities, language skills, and levels of familiarity with post-secondary education.
- Provide students with access to the information and resources necessary for the attainment of academic, professional, and personal goals.
- Act as an advocate and referral source to provide consistent outreach and follow-up services to students to ensure effective student support.
- Work with the Banner Student Information System to process workflows and manage an effective student information ecosystem.
- Liaise with other academic advisors, the transfer advisor, and AAC leadership to troubleshoot complex problems pertaining to student registration, planning, exchange programs, graduation, and other common TUJ experiences.
- Promote efforts to achieve, maintain, and improve student success and retention.
- Participate in training and professional development opportunities to keep skills and knowledge up-to-date.
- Represent TUJ at various meetings and events, both internal and external.
- Communicate and further our vision, mission, and academic goals to enhance student development as noted in the TUJ Strategic Priorities and Key Objectives.
- Perform other duties as assigned.

APPLICATION PROCESS

Review of applications will begin immediately. Applications received before March 20, 2024 will receive fullest consideration.

Send applications to tujjobs@tuj.temple.edu with the following three items as attachments:

1. a cover letter highlighting relevant experience and what appeals to you about the position,
2. a resume or CV and
3. a list of two professional references with their contact information

Indicate the title of the position you are applying for in the email subject box. Also, we would appreciate it very much if you could let us know from which website/resource you found out about this position.

Only candidates selected for an interview will be contacted.

スキル・資格

REQUIRED QUALIFICATIONS

The successful candidate will be an exceptional team player, with a positive and supportive attitude, commitment to helping others, desire for continual learning, and enthusiasm for participating in an office that is student-focused and student-friendly. The desired qualifications are listed below.

- Bachelor's degree
- Proven ability to work under time constraints and deadlines with an extremely high degree of accuracy
- Excellent communication skills (oral and written). The successful candidate will be expected to work with a diverse student population in a multi-ethnic/multicultural environment
- Native or near-native level proficiency in English. TUJ is an American institution in Japan and all administrative work is conducted in American English. Knowledge of Japanese language is a plus
- Excellent independent judgement and familiarity with student privacy laws pertaining to higher education (training provided)
- Ability to travel in Japan and overseas, when necessary
- Proficient computer skills and knowledge in Microsoft Word, Excel, and PowerPoint, and other Office Suite products

PREFERRED QUALIFICATIONS

- Master's degree in a related field, such as higher education, educational administration, international education with a focus on higher education strongly preferred
- Experience in advising/working with study abroad students from overseas strongly preferred
- Knowledge of or work experience in American or Japanese higher education system strongly preferred
- Experience living in Japan
- Study abroad experience at the higher education level
- Work experience with statistics / data analysis is a plus
- Academic advising experience and/or educational background in Art, International Business, Communications, Computer Science, Tourism & Hospitality, or any Liberal Arts disciplines a plus

会社説明