


Editor (編集者)  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

1475166

#### 部署名

Communications and Marketing Support

#### 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

パートタイム

#### 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

時給制 ~ 経験考慮の上、応相談

#### 勤務時間

14-20 hours per week

#### 更新日

2024年05月10日 10:01

#### 応募締切日

2024年06月30日

#### 応募必要条件

#### 職務経験

1年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル (英語使用比率: 50%程度)

#### 日本語レベル

ネイティブ

#### 最終学歴

大学卒 : 学士号

現在のビザ  
日本での就労許可が必要です

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## 募集要項

**Position:** Editor

**Department:** Communications and Marketing Support

**Position type:** Part-time (Contractor)

**Work Hours:** 14-20 hours per week  
(Main office hours: 9:00 to 17:30, Monday to Friday)  
Option for telework/flex hours.

**Location:** Tokyo Campus (Sangenjaya station)

**Report to:** Assistant Director of Content

**Visa Requirement:** This position is only available to applicants who are eligible to work in Japan

**Salary & Benefits:** Salary commensurate with experience.

## OVERVIEW OF POSITION

TUJ is seeking a skilled and detail-oriented Part-Time Editor to join our Communications and Marketing Support Department. The ideal candidate will have a passion for storytelling, exceptional editing skills and a keen eye for detail. The Editor will work closely with the Assistant Director of Content and will be responsible for consolidating internal and external communication, as well as ensuring the accuracy, clarity, and consistency of content across various communication channels.

## JOB RESPONSIBILITIES

The Editor is mainly responsible for two areas of tasks but are not limited to:

### Editing and Proofreading

- Collaborate with writers, designers, and other internal / external members to refine content and ensure messaging is effective and impactful.
- Review and edit a wide range of written materials, including program brochures, articles, website content and marketing promotional materials.
- Ensure content adheres to brand guidelines, style guides, and best practices in grammar, punctuation, and spelling.
- Conduct thorough quality checks to verify factual accuracy, consistency, and adherence to university standards.

### Collaboration and Communication

- Liaise with both internal and external stakeholders to consolidate inquiries and information of projects.
- Work closely with cross-functional teams to collect information, provide editorial support and ensure alignment with communication goals.
- Communicate effectively with stakeholders to understand project requirements, provide feedback and address concerns.
- Maintain high standards of quality and ensure all content meets deadlines and objectives.

## APPLICATION PROCESS

Review of applications will begin immediately.

Send applications to [tujjobs@tuj.temple.edu](mailto: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 curriculum vitae; and
3. a list of two references with contact information

Indicate the title and location 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.

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スキル・資格

**QUALIFICATIONS AND EXPERIENCE**

- Native-level Japanese speaker, with understanding of written English
- Bachelor's degree in journalism, Communications or a related field
- Experience (2 years or more) in editing, copywriting, graphic design, or content creation, preferably in a marketing setting
- Exceptional writing, editing, and proofreading skills in Japanese, with a strong command of grammar, syntax, and style
- Proficiency in Microsoft Office Suite and content management systems (CMS)
- Ability to multitask, prioritize assignments and meet deadlines in a fast-paced environment
- Strong interpersonal skills and the ability to collaborate effectively with diverse teams
- Detail-oriented with a critical eye for accuracy and consistency in bilingual content and graphics
- Experience with fact-checking and a strong attention to detail

**PREFERRED QUALIFICATIONS AND EXPERIENCE**

- Business-level proficiency in English (TOEIC L&R above 800)
- Writing, editing, and proofreading skills in both Japanese and English, with a strong command of grammar, syntax, and style
- Experience in bilingual editing
- Proficiency in graphic design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign), with a particular focus on Adobe Illustrator
- Familiarity with SEO principles and digital marketing strategies

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会社説明