





# Administrative Assistant for Academic Affairs @ 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

1539880

### 部署名

Undergraduate

### 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

契約

# 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

09:00-17:30 Monday through Friday

### 休日・休暇

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

### 更新日

2025年05月16日 11:43

# 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

流暢 (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

#### **Position**

Administrative Assistant for Academic Affairs (Business & Technology, General Education, and Bridge)

#### Department

Undergraduate Program

### Position type

Full-time

#### Location

Tokyo (Sangen-jaya station)

#### Work hours

37.5 Hours Per Week (09:00-17:30, Monday through Friday)

#### Report to

Operations Manager for Academic Affairs

### Visa Requirement

Temple University, Japan Campus (TUJ) is able to sponsor a visa for this position.

# Salary & benefits

Commensurate with experience.

Eleven days paid vacation in the first year, increasing to 20 days after six years of employment, plus five paid "personal and sick days" each year. In addition, approximately two weeks university-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

The Administrative Assistant for the Business & Technology Division, General Education, and Bridge Programs provides support for the administration and faculty of these academic units. The position is multifaceted, involving technical, financial, and clerical work to support the teaching and research missions of the units.

### Primary responsibilities

- Assist directors/chairs, faculty, and other administrative staff with the regular functions of the undergraduate program, including reviewing syllabi, obtaining faculty information for the university website, and assisting with all faculty and student needs.
- Assist directors/chairs to gather and provide information for other TUJ units, e.g., ADAA's office, Human Resources, and ITS.
- Assist directors/chairs to input course schedules in Banner and DestinyOne, for review and approval by Registrar's Office.
- Keep directors'/chairs' calendars/schedules, including setting meetings for chairs and the programs.
- Support event logistics as needed, including reserving rooms, preparing IT, ordering catering, facilitating guest services, etc.
- Provide administrative support, including ordering paper, preparing faculty offices, etc.
- Assist directors/chairs and faculty with finances, including assisting with Tokium and NetSuite.
- In coordination with directors/chairs and the ADAA's office, track discretionary spending for the divisions.
- Initiate and help process personnel payments, including student worker contracts & timesheets and faculty overload contracts.
- · Assist with the tracking, maintenance, and purchasing of equipment and supplies, particularly in the sciences.

# **Application Process**

Review of applications will begin immediately.

Please apply from below link.

### https://tuj.bamboohr.com/careers/38?source=aWQ9Mg%3D%3D

Required application materials to be submitted:

- 1. cover letter;
- 2. resume or CV; and
- contact information for two references.
  \*Applications without a cover letter will not be reviewed.

Only candidates selected for an interview will be contacted.

Temple University, Japan Campus is committed to equal opportunity employment, and to increase diversity and inclusivity in both its community and curricula. All qualified applicants shall receive 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.

# スキル・資格

### **QUALIFICATIONS & EXPERIENCE**

- Strong communication, interpersonal, and problem-solving skills
- · Demonstrated ability to work to deadlines; attention to detail
- Strong PC skills (database, Excel, Word)
- · Work experience in higher education and/or study abroad preferred
- Ability to communicate fluently and professionally in English (both written and spoken).

会社説明