



ICAS Coordinator,the Institute of Contemporary Asian Studies

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

求人ID

1541906

部署名

Institute of Contemporary Asian Studies (ICAS)

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

350万円 ~ 経験考慮の上、応相談

ボーナス

固定給+ボーナス

勤務時間

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

休日・休暇

Saturdays, Sundays, National Holidays

更新日

2025年05月20日 14:21

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

流暢 (英語使用比率: 75%程度)

日本語レベル

流暢

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**

ICAS Coordinator

Department

The Institute of Contemporary Asian Studies (ICAS)

Position Type

Full-time

Location

Tokyo (Sangen-jaya station)

Work Hours

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

Evening and weekend work required as needed for events.

Report to

Associate Dean for Library & Learning Innovation

Duration of Contract

This position is funded by a sponsorship grant for 18 months, with the possibility of renewal, pending funding.

Visa Requirement

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

Salary & benefits

Salary commensurate with experience.

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 ICAS

The Institute of Contemporary Asian Studies (ICAS) at Temple University Japan Campus provides a vibrant platform for lectures, seminars, and discussions focused on contemporary issues in Asian and Japanese society, including politics, economics, arts, culture, and literature. Participants include professionals from the Japanese and international business, government, media, and academic communities. All ICAS activities are conducted in English. This is an excellent opportunity for someone passionate about Asian and Japanese contemporary issues, international dialogue, and academic programming.

Overview of position

The ICAS Coordinator plays a key role in the success of the Institute by managing daily operations, communications, and event coordination. Working closely with the ICAS Co-Directors, the Coordinator supports faculty engagement, external partnerships, student experiences, and financial processes—ensuring smooth operations and upholding the Institute's standards of excellence within TUJ and the broader academic community.

Key Responsibilities**Administrative Support**

- Perform general office duties such as filing, data entry, and managing office supplies, in coordination with TUJ's HR, Accounting, and Academic departments.
- Respond to inquiries from internal and external stakeholders.
- Recruit, train, schedule, and supervise student workers and part-time assistants.

Event Planning and Coordination

- Assist with the planning and execution of in-person and online ICAS events.

- Work with Co-Directors to identify event themes, secure speakers/panelists, and support proposal and implementation.
- Coordinate logistics with speakers, participants, vendors, venues, and TUJ departments (Finance, Facilities, IT).
- Arrange transportation, accommodations, venues, audio equipment, and hospitality (e.g., dinners), and prepare honorarium forms as needed.
- Communications and Promotion
- Promote events through email, website postings, and social media platforms.
- Create flyers and promotional materials using relevant design software.
- Oversee event setup and logistics on the day of the event.

Other Duties

- Perform additional tasks as assigned to support the ongoing activities of ICAS.

Application Process

Review of applications will begin immediately.

Please apply from below link.

<https://tuj.bamboohr.com/careers/39?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

1. a cover letter;
 2. resume or CV; and
 3. 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

- Bachelor's degree in Asian Studies, Liberal Arts, or a related field.
- Experience coordinating events and managing communications with external partners.
- Proficiency in Microsoft Office (Word, Excel).
- Ability to work in a multicultural academic environment.
- Fluent English language skills (written and spoken).

Preferred Qualifications & Experience

- Basic proficiency in Japanese (written and spoken).
- Experience with audio/video editing and design software (e.g., Illustrator, Photoshop).
- Familiarity with social media management for promotional outreach.

会社説明