



Visa Coordinator

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

1546799

部署名

Office of Student Services and Engagement (OSSE)

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

37.5 Hours Per Week (9:00 to 17:30, Monday to Friday)

休日・休暇

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

更新日

2025年09月24日 18:20

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

ビジネス会話レベル (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**

Visa Coordinator

Department

Office of Student Services and Engagement

Position Type

Full-time

Location

Tokyo (Sangen-jaya station): hybrid-remote flexibility after initial training period available.

Report to

Director of Student Visa Services

Work Hours

37.5 Hours Per Week (9:00 to 17:30, Monday to Friday)

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 year, 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

TUJ is looking for a Visa Coordinator to support our rapid growth including the opening of TUJ Kyoto. TUJ has close to 2000 visa-sponsored students in the undergraduate and graduate programs. Among those visa students, about 10% are short-term study abroad students coming from the US including our main campus in Philadelphia. The visa coordinator will assist students with various visa applications (new student visa, switching sponsorship, and visa extension), and work with students to maintain their visa status while in Japan. The visa coordinator is responsible for understanding and explaining Japanese immigration laws and TUJ visa regulations, and monitoring students to make sure they are following these policies. As part of our efforts to improve operational efficiency, we are implementing a new system called Slate to streamline the visa support process. The ideal candidate will not only contribute to day-to-day visa operations, but also play a key role in supporting this transition. Knowledge of SQL and HTML is highly desirable to assist with system integration and data handling.

About the Office of Students Services and Engagement (OSSE)

Our office provides high-quality services to TUJ's diverse student population to support their success and well-being as they become members of the university community. OSSE assists incoming students with student visa applications, financial aid, and housing and organizes orientations to help students adapt to the academic and social life at TUJ. OSSE also oversees student activities and events both on and off campus and works with Student Government and other student organizations to encourage social interaction among students.

See <https://www.tuj.ac.jp/ug/student-services/index.html> for more details.

Primary responsibilities

- Process student visa-related applications
- Assist students with extensions and status changes
- Work closely with the CRM administrator to create the Slate system related emails, forms or queries which require SQL and HTML knowledge

- Check if student data is imported correctly once each task starts in Slate
- Work closely with the Director for any future Slate system projects
- Assist students in complying with immigration and TUJ visa regulations
- Answer inquiries relating to visas and immigration-related matters
- Create and file immigration status reports
- Update the database with visa-related information
- Closely monitor for visa violations (registration check, landing permission expiration dates check, Job Hunting Visa related documents, etc.)
- Work with vendors who support the visa operation

Team Responsibilities

- New Student Welcome Week
- Student Activities
- Departmental initiatives

Application Process

Review of applications will begin immediately with a desired start date of November 1, 2025 or shortly thereafter. Applications received before October 1, 2025 will be given priority review.

Please apply from below link.

<https://tuj.bamboohr.com/careers/42?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

- (a) cover letter,
- (b) resume or c.v.,
- (c) contact information for two references.

Only those applicants who make it past the initial review 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

- Fluent in both English (business level) and Japanese (JLPT N1): The coordinator should be able to communicate well with immigration officers in written and verbal Japanese. Also, with native English-speaking students.
- Excellent PC skills: Excel (VLOOKUP), Word and Microsoft 365 (Teams, Forms and Power Automate)
- Demonstrated meticulous documentation preparation experience
- Detail-oriented
- Well-organized and efficient
- Customer-oriented

Preferred Qualifications & Experience

- Strong in database and CRM systems (Basic HTML or CSS knowledge a major plus)
- Experience studying abroad and/or handling immigration and study abroad matters

会社説明