



Librarian 🖬 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 Tample University Japan Comm

Temple University, Japan Campus (TUJ)

求人ID 1546925

部署名

Library

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 500万円 ~ 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 (Typically, 8:30 to 17:30, Monday to Friday)

休日・休暇

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

更新日 2025年07月08日 10:30

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: 常時英語)

日本語レベル 日常会話レベル

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

Librarian

Department

Library

Position Type

Full-time

Work Hours

37.5 hours per week (Typically, 8:30 to 17:30, Monday to Friday) Work hours include one evening shift per week (11:30 to 20:00) *Given a substitute holiday on a weekday when work on a Saturday. *Schedule may be altered depending on operational need.

Report To

Director of Library

Visa Requirement

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

Salary & benefits

Salary 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

Reporting to the Director of the Library, the successful candidate will support the day-to-day operations of the library, including public services, reference services, and information literacy instruction, as well as the ongoing development of resources aligned with TUJ's academic programs.

Primary Responsibilities

Key responsibilities may include, but are not limited to, the following. In collaboration with the Director and library team, the librarian will:

- Provide reference and research support.
- Support and enhance front-line public services.
- · Contribute to collection development and management.
- Design and deliver information literacy programming.
- · Create instructional and promotional materials in a range of formats.
- Collaborate with faculty to increase awareness and use of library services and resources, including open educational resources (OER).
- · Help develop professional learning opportunities for faculty and staff.
- Serve on university committees.
- Assist with data collection and reporting.
- Explore innovative strategies to strengthen academic engagement with the library.
- Participate in library strategic planning.
- Stay current trends in academic librarianship through professional development and service.
- Perform other related duties as assigned.

Application Process

Review of applications will begin immediately with a desired start date of January 5, 2026, or sooner. Applications received before August 1, 2025, will be given priority review.

https://tuj.bamboohr.com/careers/44?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 employment, and to increase diversity and inclusivity in both its community and curricula. All qualified applicants shall have 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: Required

- Master's degree in library or information science from an ALA-accredited program, already conferred at the time of application (e.g., MLS, MLIS, MA in Librarianship, MSLS, MIS).
- Experience in a university or academic library setting.
- Strong project management, organizational, and analytical skills.
- Knowledge of both traditional and emerging academic library services.
- Excellent English communication skills.
- Ability to work collaboratively in a small team and diverse academic environment.

Preferred

- At least two years of post-MLS experience in an academic or research library.
- Experience developing and implementing scalable library instruction programs that address diverse learner needs across academic levels and disciplines (e.g., designing modular content, integrating information literacy into the curriculum, creating reusable learning objects, and collaborating with faculty for embedded instruction or flipped classroom models).

会社説明