



Student Engagement 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

求人ID 1549857

部署名

Office of Student Services and Engagement

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 半数

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: weekend/evening work to attend trips

休日・休暇

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

更新日 2025年07月16日 00:00

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

募集要項

Position

Student Engagement Coordinator

Department

Office of Student Services and Engagement

Position Type

Full-time

Work Hours

37.5 hours per week: weekend/evening work to attend trips, compensatory time off provided.

Location

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

Report to

Director of Student Engagement

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 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

The student engagement coordinator organizes cultural workshops, day outings, and overnight trips to cultivate social relations among our diverse student population and supports an active campus life by working with student organizations. The engagement coordinator also supports and coordinates different initiatives within Student Engagement and collaborates with other departments to promote campus-wide activities and events via social media. In addition, as a team member of OSSE, the engagement coordinator will also be asked to assist with the new student welcome week, office-sponsored events, and walk-in inquiries.

Primary Responsibilities

Coordinating student events, activities and trips (herein "activity")

- Activity-related research, coordination, and execution (including chaperoning)
- Activity registration, administration, and payment coordination
- Activity promotion
- External communication (contact point for external vendors, workshop providers, other institutions)

Student Engagement Coordination

- Organize the New Students Welcome Week at the beginning of each semester
- Assist with Student Engagement initiatives (TUJ Clubs and Organizations, TUJ LEAD, Program Board, Emerging Leaders Program, Student Government, etc.)
- Update the Student Engagement social media/website and collaborate with the TUJ Social Media Team and Web
 Team

Student Services Staff Duties

Assist walk-in inquiries regarding non-academic matters

Application Process

Review of applications will begin immediately with a desired start date of September 1, 2025. Applications received before

Please apply from below link.

https://tuj.bamboohr.com/careers/43?source=aWQ9Mg%3D%3D

Required application materials to be submitted:

- 1. A cover letter highlighting relevant experience and what appeals to you about the position
- 2. A resume or curriculum vitae
- 3. A list of two references with contact information

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

- · Bachelor's degree
- Fluent in both Japanese and English (business level or TOEIC 900). The coordinator needs to be able to speak over the phone and in person with outside vendors and exchange emails/faxes in Japanese. Internal communication with staff and students will be in English.
- Excellent PC/IT skills (Word, Excel, PowerPoint, Online form creation)
- · Able to work on weekends and national holidays to supervise or chaperone activities on/off campus
- Experience studying or working abroad, and experience working with diverse communities (e.g. gender, race, religion, and ethnicity) preferred
- · Creative and shows initiative with a positive, team-oriented attitude
- Strong communication, interpersonal, and conflict-resolution skills
- · Highly organized with sharp attention to detail: quick-thinking and decisive, especially during school events and trips

Preferred Qualifications & Experience

- · Social media & content management experience and skills
- · Experience in event and travel planning, and related fields
- Passion for traveling and discovering new places, especially in Japan

会社説明