





Campus Facilities Coordinator data 独占求人

英語が活かせる仕事!海外のような職場(米国大学の日本校)環境!

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

1555582

部署名

Facilities & General Affairs

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

パートタイム

勤務地

京都府,京都市伏見区

最寄駅

本線、 藤森駅

給与

時給制~経験考慮の上、応相談

勤務時間

25 hours per week (9:00 to 15:00, Monday to Friday)

休日・休暇

土日祝及び、大学カレンダーに準ずる、年間休日数(125日)

更新日

2025年08月20日 10:15

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

ネイティブ

最終学歴

大学卒: 学士号

現在のビザ

日本での就労許可が必要です

募集要項

Position

Campus Facilities Coordinator

Department

Facilities and General Affairs

Position type

Part-Time

Location

Kyoto (Fujinomori station)

Work hours

25 hours per week (9:00 to 15:00, with one hour break, Monday to Friday)

Report to

Executive Director, Kyoto

Visa Requirement

This position is only available to applicants who are eligible to work in Japan. (The position does not include visa sponsorship.)

Salary & benefit

Commensurate with experience. Japanese social insurance, commuting/telework allowance.

Overview of position

In January 2025, Temple University opened its new satellite campus in Kyoto. Over the past three years, the Japan campus of Temple University (TUJ) has experienced unprecedented growth, including an 80% increase in its undergraduate student population. To take our next leap forward by securing more space for our growing student body, expanding our impact beyond Tokyo, and advancing our new initiatives, TUJ has partnered with Kyoto-based Seibo Jogakuin (Seibo). Together, TUJ and Seibo will play a critical role in Kyoto by advancing international education, building bridges across cultures, and equipping Temple University students with the tools required to succeed in our interconnected world.

TUJ Kyoto seeks a Campus Facilities Coordinator to support the growth of the campus. Responsible for developing, maintaining, and enhancing facilities and maintaining high levels of customer satisfaction of TUJ Kyoto facilities. While this person reports directly to the Executive Director in Kyoto, he/she will also be receiving instruction and support from Facilities and General Affairs (FGA) department in Tokyo.

Primary Responsibilities

Facilities and General Affairs

- Support campus facilities management to meet the needs of students, faculty and staff
- Coordinate and oversee new/routine maintenance and repairs as necessary
- Manage ad hoc room bookings
- Maintain inventory, classroom, and lockers conditions
- Ensure proper security measures for the campus, including collaborating with security system vendors
- Act as the designated fire and disaster prevention manager for Kyoto location
- · Support the facilities' relationship with Seibo
- · Issue student commuter passes and discount tickets
- · Order and maintain stationary/office supplies
- · Assist the FGA team in Tokyo with asset management
- Process FGA-related payment requests and expenses for Kyoto location

Dorm and Housing

- · Support developing and maintaining relationships with Kyoto Dorm providers
- · Manage Kyoto Dorms and Faculty Housing operations in conjunction with the FGA Manager in Tokyo

Others

· Assist other operations in Kyoto, including Information Center and Information Technology Services, when needed.

Application Process

Review of applications will begin immediately. Desired start date is as soon as possible.

Please apply from below link.

https://tuj.bamboohr.com/careers/51?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 CV and
- 3. a list of two professional references with their contact information

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

- 1-2 years of work experience in facilities management and/or customer support roles
- Native or near native level Japanese
- · Business conversational level English
- · Good organizational skills and attention to detail
- Strong computer skills (Word, Excel, Access, PowerPoint)
- Friendly, service-oriented, customer-focused, and professional attitude
- Experience as a receptionist, professional assistant, and/or working in General Affairs a plus
- Candidates should be living in/around Kyoto or be willing to relocate. Familiarity with the Kansai Region is a plus.

会社説明