



Campus Facilities Coordinator

英語が活かせる仕事！海外のような職場（米国の大学）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

正社員

勤務地

京都府, 京都市伏見区

最寄駅

本線、 藤森駅

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

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10月01日 10:00

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

ネイティブ

最終学歴

大学卒：学士号

現在のビザ

日本での就労許可は必要ありません

募集要項**Position**

Campus Facilities Coordinator

Department

Facilities and General Affairs

Position type

Full-time

Location

Kyoto (Fujinomori station)

Work hours

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

Occasional weekend work may be required. In such cases, compensatory time off will be granted.

Report to

Executive Director, Kyoto

Visa Requirement

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

Salary & benefit

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

In January 2025, Temple University opened its new satellite campus in Kyoto. Over the past several 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 aim to play a vital 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 is seeking a Campus Facilities Coordinator to support the continued growth of the campus. The Coordinator will be responsible for developing, maintaining, and enhancing facilities while ensuring a high level of customer satisfaction. This person reports directly to the Executive Director in Kyoto, and also receives instruction and support from Facilities and General Affairs (FGA) department in Tokyo.

Primary Responsibilities**Facilities and General Affairs**

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

Dormitory and Housing

- Develop and maintain relationships with Kyoto dormitory providers
- Manage operations of Kyoto student dormitories and faculty housing in coordination with the Tokyo FGA Manager

Additional Support

- Assist other operations in Kyoto, including the Information Center and Information Technology Services, as 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