



Overseas Admissions Counselor (Student Recruiter) in Tokyo

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

1560720

部署名

Admissions Counseling (AC)

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

Main office hours: 9:00 to 17:30, Monday to Friday 37.5 hours

更新日

2025年12月15日 01:00

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

流暢 (英語使用比率: 75%程度)

日本語レベル

日常会話レベル

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**

Overseas Admissions Counselor (Student Recruiter) based in Tokyo

Department

Admissions Counseling (AC)

Position Type

Full-time

Location

Tokyo (Sangen-jaya station)

Work Hours

37.5 hours per week (Frequent weekend and holiday hours required, compensatory time given)

Report to

Director, Overseas Admissions Counseling

Visa Requirement

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

Salary & Benefits

Commensurate with experience.

Eleven (11) days of 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 university-wide break over Christmas/New Year. Japanese social insurance and pension, commuting/telework allowance, a membership in a welfare discount program, retirement payment system, and tuition benefits for TUJ programs.

Overview of Position

TUJ educates over 3,300 undergraduate students from over 70 countries at its locations in Tokyo (Setagaya-ku) and Kyoto (Fushimi). TUJ has embarked on a major expansion as its enrollment has nearly tripled over the past 5 years. TUJ is seeking a motivated and outgoing admissions counselor for its overseas markets worldwide to support university recruiting and advising prospective students. The Admissions Counselor will assist TUJ in meeting enrollment goals that focus on continuing current growth and achieving a qualified and diverse student population. This position will be primarily responsible for recruiting in the U.S., but will also include regions in Asia and elsewhere as needed. The ideal candidate will have excellent communication skills, student recruiting, and sales and/or marketing experience to serve in this entry- to mid-level position. Previous experience in the education sector is preferred. Weekend and evening work and significant international travel will be required.

Primary Responsibilities

- Serve as the primary point of contact for prospective students and applicants
- Represent TUJ to the public and its vision to prospective students, parents, school counselors, Japanese language teachers, academic institutions, and other stakeholders
- Create and execute recruiting trip plans that include, but not limited to, visits to high schools and community colleges, attending school/college fairs, recruiting conferences, and other relevant events
- Conduct individual meetings and information sessions with prospective and/or admitted students
- Spend significant time overseas on recruiting trips
- Prepare and give presentations about TUJ, and studying and living in Japan
- Provide support for various recruiting and marketing projects and programs as determined by the Director of Overseas Admissions Counseling

APPLICATION PROCESS

Review of applications will begin immediately. Desired start date is January 2026.

Please apply from below link.

<https://tuj.bamboohr.com/careers/55?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, and
3. two references and their contact information

Only candidates selected for an interview will be contacted.

Temple University, Japan Campus is an equal opportunity/affirmative action employer, committed to promoting inclusion and equity in its community. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status, or any characteristic protected by law.

スキル・資格

Qualifications & Experience

- Native or native-level English proficiency is required
- Minimum of a bachelor's degree
- Strong computer skills (database, Word, Excel and PowerPoint)
- Friendly, customer-focused, and professional
- Valid driver's license and ability to get an international driver's permit if required
- Sales and/or marketing experience
- Strong organizational skills
- Target oriented mindset
- Ability to communicate effectively at a professional level (in written and verbal form)

Preferred Qualifications & Experience

- 2-3 years of previous experience in student recruiting and/or university admissions
- Experience presenting to large groups, trip planning, and marketing
- Business-level proficiency in spoken Japanese
- Study experience at a U.S. higher education institution and/or study abroad experience

会社説明