



## Information Center Staff

### 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

1572592

##### 部署名

Information Center (General Reception and Information Desk for visitors and potential students)

##### 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

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

##### 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

2026年02月13日 10:33

#### 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

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**募集要項****Position**

Information Center Staff

**Department**

Information Center (General Reception and Information Desk for visitors and potential students)

**Position type**

Full-time

**Location**

Tokyo (Sangen-jaya station)

**Report to**

Information Center Manager

**Operating hours**

8:30 - 19:00, Monday to Friday

**Work hours**

37.5 Hours Per Week

Mainly working one of three shifts, but may be asked to work other shifts on an as-needed basis.

Monday through Friday:

1. 08:30 - 17:00
2. 09:00 - 17:30
3. 10:30 - 19:00

**Visa Requirement**

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

**Salary & Benefits**

Salary commensurate with experience.

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**

The Information Center is the initial point of contact for all those wanting to know more about TUJ and our programs. The position focuses on providing friendly and professional services to visitors and potential students.

**Primary Responsibilities**

- Answer phones and redirect accordingly or send emails with messages
- Provide information to potential and current students
- Take care of walk-ins
- Check, sort and forward general inquiries
- CRM data management and record creation
- Update program, school event and staff calendars
- Assist with post and courier deliveries
- Handle TUJ original merchandise production, sales, and inventory
- Manage promotional materials inventory
- Manage office supplies and order as necessary
- Assist students with minor medical problems and use of Sick Room
- Issue TUJ ID card, Commuter Stickers, and long distance discount coupons
- Manage students' locker use
- Assist other offices and programs with promotional and student-service activities

**Application Process**

Review of applications will begin immediately and will continue until the position is filled. Desired start date is February 2026.

Please apply from below link.

<https://tuj.bamboohr.com/careers/73?source=aWQ9Mg%3D%3D>

**Documents to submit:**

1. cover letter,
2. resume or c.v.,
3. contact information for two references.

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.

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スキル・資格

**Qualifications**

- Native-level Japanese and English abilities
- Excellent email writing skills, often with time-sensitive matters
- Good organizational and multi-tasking abilities
- Work shift hours
- Detail-oriented, organized and customer-oriented
- Strong interpersonal skills and a good team player
- Excellent PC skills (Microsoft Word, Excel)
- Minimum 3 years work experience preferred
- Study Abroad experience preferred

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会社説明