



Administrative Assistant 👍 独占求人

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

1589267

部署名

Dean's Office

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

契約

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

09:00-17:30 Monday to Friday

休日・休暇

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

更新日

2026年04月24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

流暢 (英語使用比率: 75%程度)

日本語レベル

ビジネス会話レベル

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**

Administrative Assistant

Department

Dean's Office

Position Type

Full-time

Location

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

Report to

Vice President and Chief of Staff

Work Hours

37.5 hours per week (9:00 to 17:30, Monday to Friday): Programs and events may be held on weekends and National Holidays. Substitute holidays can be taken for these working days.

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

Dean's Office at Temple University, Japan Campus (TUJ) is seeking an Administrative Assistant to support the overall operations, administrative duties, and event coordination, and student worker management of the office. The ideal candidate will need to thrive in a fast-paced, international university environment and demonstrate strong administrative, communication, and coordination skills.

Primary Responsibility**Office Administration & Operational Support**

- Provide comprehensive administrative and operational support to ensure efficient day-to-day operations
- Assist director-level staff with monthly expense reports, documentation, budget tracking, and related internal process management
- Coordinate schedules for the office's bi-weekly staff meetings and monthly institutional advancement-related meetings; maintain meeting minutes or documentation
- Support cross-departmental coordination and serve as a point of contact for internal communication as needed
- Assistance with the student pantry and food security initiatives
- Assist with the alumni tracking and data management
- Provide logistical assistance for visiting guests, partners, donors, and VIPS.

Event Planning, Coordination, and Execution Support

- Support the planning, logistical coordination, and on-site execution of events sponsored by the Dean's Office, including but not limited to:
 - Commencement
 - Annual Diamond Dinner
 - Alumni events (3-4 times per year)
 - Distinguished Speaker Series (2-3 talks per semester)

- Monthly Dean's DE-stress Day
 - Monthly Dean's Distinguished Artist Awards
 - Semesterly Appreciation Lunch for Staff and Faculty
 - Adult Study Abroad Programs
 - Monthly speaker events
- Assist with event preparation such as venue booking and coordination, vendor research and communication, materials preparation, invitation and registration support, and on-site operations on the day of the event
 - Provide event publicity support, including e-poster design and coordination with relevant offices or student workers on publicity design, production, and souvenir ordering and preparation

Hooter Program Management

- Serve as the primary administrator for the TUJ Hooter program
- Hire, train, and supervise the student manager for the program
- Review and update the program operational guidelines as needed
- Monitor Hooter's shift schedules and appearance requests
- Coordinate costume cleaning and maintenance
- Coordinate with other units or campus sites for occasional off-site or long-distance travel related to Hooter appearances

Student Worker Management

- Support student worker hiring and management across the President & Dean's Office
- Process and track monthly student worker timesheets
- Collect and maintain employment contracts and related documentation

Support for Special Projects

- Provide administrative and logistical support for community relations programs, events, and activities including K-12 outreach initiatives
- Provide administrative and logistical support for the student virtual pantry program, including student inquiry and cross-unit liaison
- Provide administrative and logistical support for any arising special projects and initiatives led by the President & Dean's Office, as assigned

Application Process

Review of applications will begin immediately with a desired start of May 2026.

Please apply from below link.

<https://tuj.bamboohr.com/careers/89?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

1. a cover letter,
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 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

Required Qualifications & Skills

- Bachelor's degree or higher
- Native or near-native English proficiency
- Excellent communication and interpersonal skills
- Previous experience in administrative support and/or event planning
- Strong attention to detail and ability to manage multiple priorities and deadlines
- Ability to work effectively in a fast-paced, diverse, multicultural environment
- Proficiency with Microsoft Office, Zoom, Google Workspace, and similar tools

Preferred Qualifications

- Business-level Japanese proficiency (speaking, reading, and writing) strongly preferred
 - Familiarity with basic design tools (e.g., Canva or similar platforms) or video content creation for event materials or publicity
 - Experience with working with college students or young adults, including supervising or coordinating college-level students
 - Demonstrated interest in international education, youth development, cross-cultural communication and collaboration
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