



Help Desk

Working at American University in Japan

募集職種

採用企業名

テンブル大学ジャパンキャンパス

支社・支店

Temple University, Japan Campus (TUJ)

求人ID

1602302

部署名

Information Technology Services

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

神奈川県, 川崎市高津区

最寄駅

東急田園都市線、 溝の口駅

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 (7.5 hour shift)

休日・休暇

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

更新日

2026年08月31日 01:00

応募必要条件

職務経験

1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

流暢

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**

Help Desk

DEPARTMENT

Information Technology Services

REPORT TO

Director of IT Operations

POSITION TYPE

Full-time

LOCATION

Hillside Center (Mizonokuchi station)

WORK HOURS

37.5 hours per week

HELPDESK OPERATING HOURS**During Semester**

Monday to Friday: 08:30 – 19:30

Saturday: 09:00 – 16:30

During Semester Break

Monday to Friday: 09:00 – 17:30

SHIFT SCHEDULE

- Work on one of the following shifts on a weekly rotation basis
- Employees will be given a substitute holiday on a weekday when working on a weekend
- Shifts may occasionally change to support evening or weekend events

During Semester

Monday to Friday

(1) Opening shift: 08:30 – 16:30

(2) Closing shift: 11:00 – 19:30

Saturday

(3) Weekend shift: 08:30 – 17:00

During Semester Break

Monday to Friday

(1) Opening shift: 08:30 – 17:00

(2) Closing shift: 09:30 – 18:00

VISA REQUIREMENT

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

SALARY & BENEFITS

Commensurate with experience.

Eleven (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.

OVERVIEW OF POSITION

Provide the first level of support for TUJ staff, faculty and students to ensure the best possible computing experience. Help Desk operates across TUJ's City Campus, Kyoto and the newly established Hillside Center. While the primary work

location for this position is Hillside Center in Mizonokuchi, staff members are expected to work occasionally and flexibly across locations as needed to support university operations.

PRIMARY RESPONSIBILITIES

- Provide Level 1 (L1) IT support for end users (students / staff / faculty) with inquiries/requests ranging from but not limited to end user account access, campus network connectivity, office/classroom workstations and audio-visual equipment
- Log and monitor work orders via ticket system for requests/inquiries received via phone call, chat, emails and walk-ins
- Setup desktop PCs or Mac workstations in classrooms and offices (imaging, software installation)
- Provide audio-visual equipment support for classes or university events
- Contact local vendors for parts ordering, office IT equipment repair
- Create and update knowledge base, user manuals for information sharing
- Manage and facilitate IT equipment rentals
- Experience programming in Python, Bash, SQL
- IT tasks and projects assigned by management

APPLICATION PROCESS

Review of applications will begin immediately and will open until filled. Desired start date is August/September 2026.

Please apply from below link:

<https://tuj.bamboohr.com/careers/111?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

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

Only those applicants who make it past the initial review 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

QUALIFICATIONS AND EXPERIENCE

- Business-level communication skills both English and Japanese (spoken and written). Fluent Japanese is preferred
- Experience troubleshooting Windows and/or MacOS environments
- Experience supporting Microsoft Office applications
- Basic knowledge and experience supporting network connectivity trouble shooting
- Experience supporting office equipment such as printers
- Strong problem-solving skills and customer service skills
- Self-motivated, proactive, and able to work effectively in a team environment

会社説明