



Operations Coordinator

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

1605193

部署名

Career Development

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

37.5 hours per week (9:00 to 17:30, Monday to Friday)

休日・休暇

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

更新日

2026年08月20日 05:00

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

ビジネス会話レベル (英語使用比率: 50%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**

Operations Coordinator

Department

Career Development

Position Type

Full-time

Location

City Campus (Sangen-jaya station)

- Commuting primarily to City Campus with regular rotation to Hillside Center (Mizonokuchi station). Primary work location is subject to change based on work volume, contents, and seasonal needs.
- Hybrid-remote flexibility after initial training period available.

Report to

Executive Director for Career Development

Work Hours

37.5 hours per week (9:00 to 17:30, Monday to Friday).

Weekend/evening work to attend career events; compensatory time off provided.

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, and retirement payment system.

Overview of Position

The Operations Coordinator provides essential operational leadership for the Career Development, enabling the department to maintain service quality and strategic focus. This role manages the infrastructure that supports student engagement, data integrity, and operational consistency across Career Development's programs and platforms.

The Operations Coordinator ensures that systems, processes, and student-facing infrastructure operate efficiently and consistently. This includes leading database implementation and management, supervising student workers, and maintaining digital platforms that support student engagement and institutional reporting.

This role enables career advisors to focus on direct student support and strategic employer development by managing the operational foundation of the department. The position requires strong organizational and technical skills, with the ability to manage multiple projects simultaneously while maintaining attention to detail and service quality.

PRIMARY RESPONSIBILITIES**Operational Systems & Infrastructure**

- Manage and maintain student-facing platforms including TUportal, Canvas, Suitable, digital signage, campus bulletin boards, and public website content.
- Lead Slate database implementation and ongoing data management, including workflow integration and event registration configuration.
- Oversee First Destination Survey outreach, tracking, and data compilation.
- Develop and maintain operational documentation and standard operating procedures to ensure consistent service between three campuses.

Student Worker & Front Desk Management

- Recruit, hire, train, and supervise student workers and student mentors.
- Ensure consistent service standards across front desk operations, event support, social media management, and peer advising.
- Develop student workers' career readiness through structured training, regular feedback, and exposure to professional workplace standards
- Coordinate student worker scheduling, time sheet reporting, and budget allocation.

Assessment & Reporting

- Support internal data tracking and assessment initiatives.
- Collaborate with executive director to track engagement metrics and system performance.

APPLICATION PROCESS

Review of applications will begin immediately. Desired start date is October 1, 2026.

Please apply from below link.

<https://tuj.bamboohr.com/careers/113?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

1. Cover letter
2. Resume or CV
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 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 AND EXPERIENCE

- Bachelor's degree
- Minimum of 2 years of full-time professional experience in operations, project management, program coordination, or education administration.
- Strong written and verbal communication skills in English; near-native-level ability preferred.
- Strong organizational and project coordination skills.
- Detail-oriented with proven ability to manage multiple concurrent responsibilities while maintaining composure in a dynamic work environment.
- Strong interpersonal skills, well organized, flexible, and a good team player.
- Familiarity with career services or student services operations.

PREFERRED QUALIFICATIONS AND EXPERIENCE

- Experience working with CRM platforms or other database systems.
- Business-level or higher Japanese ability.
- Experience with teaching or training students or junior staff.

会社説明