

Assistant Bursar 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
1615887

部署名
Finance and Accounting

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 through Friday

休日・休暇
Weekends, Public Holidays, approx. 2 weeks over New Year

更新日
2026年11月13日 12:00

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
ネイティブレベル (英語使用比率: 75%程度)

日本語レベル
無し

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:

Assistant Bursar

DEPARTMENT:

Finance & Accounting

REPORT TO:

Assistant Vice President & Bursar

POSITION TYPE:

Full-time

WORK HOURS:

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

LOCATION:

City Campus (Sangen-jaya station)

*Commuting primarily to City Campus with to Hillside Center (Mizonokuchi station). Primary work location is subject to change based on work volume, contents, and seasonal needs.

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 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 Assistant Bursar works closely with students (and parents) with inquiries related to invoices, payments, refunds, and financial records. The position is ‘front-desk’ in nature, meaning that many of the daily tasks involve handling walk-in visitors at either the City campus, or Hillside Center Bursar’s Office. In the role, you will also be responsible for a wide range of administrative tasks, including record keeping, payment tracking, refund request checking and processing, along with regular collection related activities.

PRIMARY RESPONSIBILITIES:

- Student record and data management
- Document checking and processing
- Payment collection and record management
- Financial Aid Processing

APPLICATION PROCESS:

Review of applications will begin immediately. Desired start date is as soon as possible.

Please apply from the link below:

https://tuj.bamboohr.com/careers/126?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,
3. A list of two references with contact information.

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 & EXPERIENCE:

- Bachelor’s degree
- Experience in a student-facing, customer-facing, or advisory role requiring frequent interaction with individuals and the ability to explain policies, procedures, or financial information clearly and effectively
- Native-level proficiency in English
- Strong communication and interpersonal skills
- Ability to work effectively with colleagues, students, and parents
- Strong organizational skills and attention to detail
- Ability to manage multiple tasks, prioritize responsibilities, and meet deadlines
- Flexibility and willingness to adapt to changing priorities and office needs

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- Experience working in an educational institution or international environment
- Computer skills (Database and Microsoft Excel experience)
- Knowledge of the U.S. education system a plus.
- Solid computer skills -with a focus on database and Microsoft Excel use (preferred)

会社説明