

Creative Designer 独占求人

海外のような職場（米国大学の日本校）環境！

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
1618875

部署名
Communications and Marketing

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

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

更新日
2026年11月12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
ビジネス会話レベル (英語使用比率: 75%程度)

日本語レベル
流暢レベル

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:

Creative Designer

DEPARTMENT:

Communications and Marketing

REPORT TO:

Assistant Director of Content

POSITION TYPE:

Full-time

WORK HOURS:

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

LOCATION:

City Campus (Sangen-jaya station)

*Hybrid-remote flexibility after initial training period available.

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 Creative Designer develops compelling visual communications that advance the university's brand and support institutional goals. Working as part of the Communications and Marketing team, this position translates strategic objectives into engaging print and digital materials while ensuring brand consistency across university touchpoints.

The ideal candidate is a collaborative designer with strong visual storytelling skills, exceptional attention to detail, and the ability to manage multiple projects in a fast-paced environment. They should be comfortable working independently with minimal supervision and taking ownership of projects from concept through completion, including managing stakeholders, developing and shaping content, and navigating competing priorities.

PRIMARY RESPONSIBILITIES:

Creative Design

- Design print and digital marketing materials, including brochures, flyers, posters, advertisements, presentations, reports, signage, social media graphics, email graphics, and web assets
- Develop creative concepts that align with campaign objectives, audience needs, and university brand standards
- Translate communications and marketing objectives into effective visual solutions

Brand Application

- Apply and uphold university brand standards across communications
- Ensure visual consistency across multiple channels, formats, and audiences
- Help educate campus partners on appropriate brand usage and provide guidance on visual communications

Production

- Prepare production-ready files for print
- Prepare and optimize artwork for digital platforms and screen sizes
- Coordinate with external vendors and printers, including communicating specifications, timelines, and production requirements
- Review proofs for quality, accuracy, and brand compliance
- Organize and maintain design assets, files, and templates

Collaboration & Project Management

- Partner with writers, marketers, photographers, videographers, and web staff on integrated campaigns and communications
- Participate in creative brainstorming, campaign planning, and content development
- Manage projects from initial brief through final delivery, coordinating with stakeholders and keeping work on schedule
- Collaborate effectively on team-led projects, taking ownership of assigned responsibilities while contributing to a cohesive outcome
- Manage multiple concurrent projects while balancing deadlines and competing priorities
- Present design concepts, explain creative decisions, and effectively incorporate stakeholder feedback

APPLICATION PROCESS:

- Review of applications will begin immediately. Desired start date is December 2026 or January 2027.

Apply for This Job:

https://tuj.bamboohr.com/careers/132?source=aWQ9Mg%3D%3D

*You will be directed to an external job platform, BambooHR.

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,
4. Design Portfolio in PDF format with an optional link to an online portfolio.

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 in Graphic Design, Visual Communication, or a related field, or equivalent professional experience
- 2–5 years of professional graphic design experience, supported by a strong portfolio
- Strong portfolio demonstrating high-quality print and digital design
- Proficiency with Adobe Creative Cloud, particularly InDesign, Illustrator, Photoshop, and Microsoft 365
- Experience designing for both print and digital media
- Strong typography, layout, and visual communication skills
- Experience with Japanese and English typography and typesetting
- Professional-level proficiency in Japanese with the ability to communicate with vendors
- Excellent organizational and project management skills
- Ability to work independently, take ownership of projects, and balance multiple priorities and deadlines
- Strong interpersonal and communication skills

会社説明