

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
1623722

部署名
Admissions Counseling 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
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11月20日 10:19

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:

Administrative Assistant

DEPARTMENT:

Admissions Counseling Office

REPORT TO:

Director of Domestic Admissions

POSITION TYPE:

Full-time

WORK HOURS:

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

LOCATION:

City Campus (Sangen-jaya station)

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 allowance, a welfare-discount program membership, and retirement payment system.

OVERVIEW OF POSITION:

Temple University, Japan Campus (TUJ) is seeking a detail-oriented, organized, and service-minded Administrative Assistant to support Admissions Counseling team and ensure the smooth and efficient operation of daily admissions activities.

The Admissions Counseling Department at TUJ assists prospective undergraduate and graduate students with exploring academic programs, understanding admission requirements, and navigating the application process.

This position will provide administrative and operational support throughout the admissions process, including application document processing, transfer application support, prospective student inquiries, data management, and admissions event preparation. The position will also serve as an important point of contact for prospective students and visitors, helping to provide welcoming and professional experience at TUJ.

The ideal candidate will be highly organized, customer-service-oriented, and able to manage multiple priorities in a fast-paced environment while working collaboratively with Admissions Counselors and other university departments.

PRIMARY RESPONSIBILITIES:

- Undertake the processing of transcripts in a CRM system called Scarlet CS/STARS and related tasks for all applicants using Scarlet CS/STARS
- Support daily office operations, including administrative support and coordination with the admissions team
- Receive and process application documents, including mail handling, document organization, and scanning
- Maintain accurate records and notify staff of application document receipt
- Respond to initial inquiries from prospective applicants via email, phone, and other communication channels
- Provide consultations, campus tours, and individual counseling to prospective applicants
- Prepare informational materials and brochure packets for visitors
- Monitor and manage inventory of brochures and promotional materials
- Assist in planning, coordinating, and executing admissions-related events
- Provide on-campus event support and visitor assistance
- Manage data using CRM systems

- Maintain accurate enrollment and student status data for recipients of the Mochida-Stronach Scholarship and report scholarship-related expense information to Temple University's Main Campus.

PPLICATION PROCESS:

Review of applications will begin immediately with a desired start date of February 1, 2027. Applications received before November 30, 2026 will be given priority review.

Apply for This Job :

https://tuj.bamboohr.com/careers/148?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.

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
- Minimum 3 years of relevant professional experience in administrative support, sales support, or customer service
- Excellent written and verbal communication skills in Japanese (native or native-level proficiency) and English (fluent proficiency)
- Excellent PC skills (Database, Word, Excel and PowerPoint)
- Strong communication and interpersonal skills
- Excellent organizational skills with high attention to detail
- Ability to manage multiple tasks in a fast-paced environment
- Customer service–oriented mindset with a collaborative, team-focused attitude

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- Working knowledge of CRM systems
- Experience in administrative support, admissions, or other customer-facing roles

会社説明