



Program Assistant (Temporary Maternity Cover)

募集職種

採用企業名

テンプレ大学ジャパンキャンパス

支社・支店

Temple University, Japan Campus (TUJ)

求人ID

924532

部署名

Continuing Education Program

会社の種類

外資系企業

外国人の割合

外国人 多数

勤務形態

派遣

勤務地

東京都 23区, 港区

給与

経験考慮の上、応相談

勤務時間

11:00-19:30, Monday-Thursday, 8:30-17:00, Saturday

更新日

2019年07月11日 17:00

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

ネイティブ

最終学歴

大学卒: 学士号

現在のビザ

日本での就労許可が必要です

募集要項

Maternity cover: This post is fixed term from August 2019 until November 30, 2020.

Work hours:

August to September:
11:00 to 17:00 Monday, Wednesday, Saturday

October to April:
11:00 to 19:30, Monday - Thursday
8:30 to 17:00, Saturday

Some work on Friday and Sunday may be required due to the program needs

Overview of position:

Continuing Education at Temple University, Japan Campus (TUJ) offers non-credit courses designed to meet the diverse educational objectives of students.

The Program Assistant provides clerical support for the Continuing Education program, working closely with prospective students, current students, instructors, and other staff members of the program to ensure the smooth operation and the quality of Continuing Education programs.

Please see <https://www.tuj.ac.jp/cont-ed/about/index.html> for more details about the program.

Primary Responsibilities:

- Manage student records within the University's databases
- Process applications and issue invoices
- Process payments and report to Bursar's office
- Follow up on students' payments and send out unpaid notices
- Handle inquiries from current/potential students in a timely manner
- Assist in conducting course advising
- Assist with events both outside and internal promotions
- Generate data as necessary
- Assist in program's operational needs as required

スキル・資格

Qualifications & Experience:

- Native-level Japanese ability with excellent verbal and written English communication skills
- Minimum 3 year's work experience, preferably in a related field
- Excellent PC (Word and Excel) and database skills
- Effective communication, interpersonal, and problem solving skills
- Student/customer-focused attitude
- Detail-oriented, organized, self-motivated, and able to handle multiple tasks simultaneously
- Accounting or database management background a plus, but not mandatory
- Flexibility to work at peak times as necessary

会社説明

Temple University, Japan Campus (TUJ), was established in 1982 as an international campus of Temple University in Pennsylvania State, U.S.A. As the first and largest foreign university in Japan, TUJ was designated the first "Foreign University, Japan Campus" by the Ministry of Education, Culture, Sports, Science and Technology in 2005. All classes at TUJ are taught in English, and the curriculum, credits and degrees offered are the same as those of the main campus. Besides undergraduate and graduate studies (Masters and Doctoral programs in TESOL, Law School and MBA), to accommodate a broad demand for international education, TUJ has expanded its programs to non-credit Academic English and Continuing Education. Including the participants in the Corporate Education programs, TUJ is a home for more than 3,200 learners from over 60 different countries. For more information about TUJ, please visit the TUJ website: www.tuj.ac.jp