



Admissions Advisor Exclusive job

テンプレ大学 大学学部課程の入学審査部での大学事務

Job Information

Hiring Company

[Temple University, Japan Campus](#)

Subsidiary

Temple University, Japan Campus (TUJ)

Job ID

1480540

Division

Undergraduate Admissions

Industry

Education

Company Type

Small/Medium Company (300 employees or less) - International Company

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Contract

Location

Tokyo - 23 Wards, Setagaya-ku

Train Description

Tokyu Denentoshi Line, Sangenjaya Station

Salary

4 million yen ~ Negotiable, based on experience

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

09:00-17:30 Monday through Friday

Holidays

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

Refreshed

June 26th, 2024 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent (Amount Used: English usage about 75%)

Minimum Japanese Level

Business Level

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description**POSITION**

Admissions Advisor

DEPARTMENT

Undergraduate Admissions

POSITION TYPE

Full-time

LOCATION

Tokyo Campus (Sangen-jaya station)

REPORT TO

Director of Admissions Operations

WORK HOURS

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

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 fiscal year (July-June) increasing to 20 days after 6 years of employment, plus 5 paid "personal and sick days" each year. In addition, an approximately two-week company-wide break over Christmas/New Year, Japanese social insurance and pension, commuting allowance, and tuition benefits for TUJ academic programs.

OVERVIEW OF POSITION

The TUJ Undergraduate Admissions Office is responsible for reviewing and processing all applications to the TUJ undergraduate programs. The main operations are sending out admission decisions on a rolling basis, accurately entering and maintaining data in various information systems, and ensuring the smooth flow of student information between departments. TUJ is looking for a detail-oriented individual to join the admissions team as an Admissions Advisor. This position offers an exciting opportunity to contribute to the growth and success of Temple University Japan's admissions office. The selected candidate will receive on-the-job training (OJT) following the implementation of Slate, scheduled this summer, and will play a key role in the admissions process. The office is currently operated remotely.

PRIMARY RESPONSIBILITIES

- Process admissions applications and transfer credit evaluations in the school systems (Slate, Banner, u.achieve, etc.)
- Provide advice and consultation regarding required application documents, test scores and GPAs for the Admissions Counseling Office
- Collaborate with the Senior Admissions Advisor to optimize the use of Slate for admissions processes and reports
- Update student data in the school systems when needed - College transcripts and test scores for both enrolled and newly admitted students
- Assist in handling inquiries and requests from the relevant offices including the Admissions Counseling Office, Academic Advising Center, and Office of Student Services and Engagement regarding admissions policies, application review procedures and transfer credit evaluations
- Assist in processing admission cancellations and deferrals
- Conduct matriculation reviews for conditionally admitted students
- Produce enrollment data based on Registrar data and create a table of GPA averages every semester
- Update digital reference files for future use
- Consult with Main Campus Admissions for cases or policies when necessary

APPLICATION PROCESS

Review of applications will begin immediately.

Send applications to tujjobs@tuj.temple.edu with the following three items as attachments:

1. a cover letter highlighting relevant experience and what appeals to you about the position,
2. a resume or CV and
3. a list of two professional references with their contact information

Indicate the title of the position you are applying for in the email subject box. Also, we would appreciate it very much if you could let us know which website/resource you found out about this position.

Only those applicants who make it past the initial review will be contacted.

Temple University, Japan Campus is committed to equal opportunity employment, and to increase diversity and inclusivity in both its community and curricula. All qualified applicants shall receive 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.

Required Skills

REQUIRED QUALIFICATIONS

- Bachelor's degree or higher
- Fluent in English and Business Level Japanese (oral and written)
- A graduate from a U.S. university or familiarity with the U.S. and/or international higher education systems
- 2-3 years experience in higher education admissions or related administrative roles
- Experience with student information systems (experience with Slate is a plus)
- A history of commitment to accurate data entry and record-keeping in a time-sensitive working environment
- Strong computer skills and knowledge in Microsoft Word, Excel, and CRM
- Excellent research skills
- Friendly, professional and detail-oriented

PREFERRED QUALIFICATIONS

- Familiarity with multiple student information systems (e.g., Banner, Slate, u.achieve, or others)
- Experience collaborating with student recruiters and academic or student services offices is a plus

Company Description