



Campus Services Coordinator Exclusive job

英語が活かせる仕事！海外のような職場（米国大学の日本校）環境！

Job Information

Hiring Company

[Temple University, Japan Campus](#)

Job ID

1482605

Division

Facilities & General Affairs

Industry

Education

Company Type

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

Non-Japanese Ratio

About half Japanese

Job Type

Permanent Full-time

Location

Kyoto Prefecture, Kyoto-shi Fu-shi Mi-ku

Train Description

Main Line Station

Salary

4 million yen ~ Negotiable, based on experience

Salary Bonuses

Bonuses paid on top of indicated salary.

Work Hours

Main office hours: 9:00 to 17:30, Monday to Friday. 37.5 hours

Holidays

土日祝及び、大学カレンダーに準ずる、年間休日数（125日）

Refreshed

June 19th, 2024 11:06

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 75%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description**POSITION**

Campus Services Coordinator

DEPARTMENT

Facilities & General Affairs

POSITION TYPE

Full-time

WORK HOURS

9:00 to 17:30, Monday through Friday.

(37.5 hours per week)

LOCATION

Kyoto Campus (Fujinomori station)

REPORT TO

Executive Director, Kyoto

VISA REQUIREMENT

Temple University, Japan Campus (TUJ) can sponsor visas for highly qualified candidates.

SALARY & BENEFITS

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, 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 for Temple University, Japan Campus (TUJ) programs.

OVERVIEW OF POSITION

Starting in January 2025, Temple University will broaden its presence in Japan through the establishment of a new satellite campus in Kyoto. Over the past three years, the Japan campus of Temple University (TUJ) has experienced unprecedented growth, including an 80% increase in its undergraduate student population. To take our next leap forward by securing more space for our growing student body, expanding our impact beyond Tokyo, and advancing our new initiatives, TUJ has partnered with Kyoto-based Seibo Jogakuin (Seibo). Founded over 100 years ago, Seibo operates campuses in Kyoto and Osaka that serve nursery school through high school students. Together, TUJ and Seibo will play a critical role in Kyoto by advancing international education, building bridges across cultures, and equipping Temple University students with the tools required to succeed in our interconnected world.

In connection with our new Kyoto operations, we seek a Campus Service Coordinator. Responsible for developing, maintaining, and enhancing Facilities and maintaining high levels of customer satisfaction of TUJ Kyoto Facilities. While this person reports directly to the Executive Director in Kyoto, he/she will also be receiving instruction and support from Facilities and General Affairs department in Tokyo.

Facilities and General Affairs

- Manage our Japan Campus Kyoto facilities to meet the current and future needs of students, faculty and staff.
- Manage Faculty Housing
- Support of the facilities' relationship with Seibo
- Manage building security and maintenance for Japan Campus Kyoto
- Issue and maintain student commuter passes, discount tickets, and lockers
- Manage inventory and classroom conditions
- Manage ad hoc room bookings in Japan Campus Kyoto
- Check and order stationaries/office supplies
- Manage TUJ's disaster prevention measures in Kyoto
- Assist the Facilities & General Affairs team with asset management
- Input of FGA-related payment requests and expenses for Kyoto
- Act as the designated fire and disaster prevention manager for Japan Campus Kyoto
- Work as a team member of Facilities and General Affairs department in Tokyo

Dorm

- Develop and maintain relationships with Kyoto dorm providers
- Manage Kyoto Dorms in conjunction with Tokyo FGA Manager

Others

- Assist other operations in Kyoto, including Information Center and Information Technology Services, when needed.

APPLICATION PROCESS

Review of applications will begin immediately. Desired start date is September/October 2024.

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

1. a cover letter
2. a resume or curriculum vitae
3. a list of two references with contact information

Indicate the title and location 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 from 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**QUALIFICATIONS AND EXPERIENCE**

- 2-3 years of work experience in facilities management and/or customer support roles
- Business level English and near-native level Japanese
- Good organizational skills and attention to detail
- Strong computer skills (Word, Excel, Access, PowerPoint)
- Friendly, service-oriented, customer-focused, and professional attitude
- Experience as a receptionist, professional assistant, and/or working in General Affairs a plus

Company Description