



Admin Assistant for Divisions of Liberal Arts, Media & Arts Exclusive job

Working at American University in Japan

Job Information

Hiring Company

[Temple University, Japan Campus](#)

Subsidiary

Temple University, Japan Campus (TUJ)

Job ID

1484865

Division

Undergraduate Program

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

July 22nd, 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

Daily Conversation

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description**POSITION**

Administrative Assistant for Divisions of Liberal Arts and Media & Fine Arts

DEPARTMENT

Undergraduate Program

POSITION TYPE

Full-time

WORK HOURS

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

LOCATION

Tokyo Campus (Sangen-jaya station)

REPORT TO

Division Chairs for Liberal Arts and Media & Fine Arts

VISA REQUIREMENT

Temple University, Japan Campus (TUJ) is able to sponsor a visa for this position.

SALARY & BENEFITS

Commensurate with experience.

Eleven days paid vacation in the first year, increasing to 20 days after six years of employment, plus five paid "personal and sick days" each year. In addition, approximately two weeks of university-wide break over Christmas/New Year. Japanese social insurance and pension, commuting allowance, and tuition benefits for TUJ programs.

OVERVIEW OF POSITION

The Administrative Assistant for the Divisions of Liberal Arts and Media & Fine Arts provides support for the administration and faculty of these academic divisions. The position is multifaceted, involving technical, financial, and clerical work to support the teaching and research missions of the units.

PRIMARY RESPONSIBILITIES

- Assist chairs, faculty, and other administrative staff with the regular functions of the undergraduate program, including reviewing syllabi, obtaining faculty information for the university website, and assisting with all faculty and student needs.
- Assist chairs to gather and provide information for other TUJ units, e.g. Associate Dean for Academic Affairs (ADAA)'s office, Human Resources, Information Technology Services.
- Assist chairs to input course schedules in Banner, for review and approval by Registrar's Office.
- Keep chairs' calendars/schedules, including setting meetings for chairs and the divisions.
- Support event logistics as needed, including reserving rooms, preparing IT, ordering catering, facilitating guest services, etc.
- Provide administrative support, including ordering paper, preparing faculty offices, etc.
- Assist chairs and faculty with finances, including assisting with Tokium and NetSuite.
- In coordination with chairs and the ADAA's office, track discretionary spending for the divisions.
- Initiate and help process personnel payments, including student worker contracts & timesheets and faculty overload contracts.
- Assist with the tracking, maintenance, and purchasing of equipment and supplies, particularly for the Media & Fine Arts division.

APPLICATION PROCESS

Review of applications will begin immediately. Please send your application to tujjobs@tuj.temple.edu with the following three items as attachments:

1. a letter of application (Applications without a cover letter will not be reviewed);
2. resume or CV;

3. contact information for two references.

Please indicate the title of the position you are applying for in the e-mail 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 & EXPERIENCE

- Fluent in English
- Strong communication, interpersonal, and problem-solving skills
- Demonstrated ability to work to deadlines; attention to detail
- Strong PC skills (database, Excel, Word)
- Work experience in higher education and/or study abroad a plus
- Fluency in Japanese is preferred

Company Description