



Admissions Concierge Exclusive job

学生募集に携わるリクルート業務や、入学に関するカウンセリングをする部署でのお仕事

Job Information

Hiring Company

[Temple University, Japan Campus](#)

Job ID

1486416

Division

Admissions Counseling (AC) department

Industry

Education

Company Type

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

Non-Japanese Ratio

About half 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 to Friday

Holidays

Saturdays, Sundays, National Holidays

Refreshed

July 18th, 2024 13:37

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Native (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**

Admissions Concierge

DEPARTMENT

Admissions Counseling (AC)

POSITION TYPE

Full-time Staff

WORK HOURS

37.5 hours per week (9:00 to 17:30, Monday to Friday)
(frequent weekend and holiday hours required, compensatory time given)

LOCATION

Tokyo Campus (Sangen-jaya station)

REPORT TO

Director, Overseas Admissions Counseling

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 full fiscal year, increasing to 20 days after 6 years of employment, plus 5 paid "personal and sick days" each year. In addition, approximately 2 weeks university-wide break over Christmas/New Year. Japanese social insurance and pension, commuting allowance, and tuition benefits for Temple University, Japan Campus (TUJ) programs.

OVERVIEW OF POSITION

TUJ seeks a motivated and outgoing Admissions Concierge to support newly admitted undergraduate program students. The Admissions Concierge will focus on providing prompt and exceptional service to students from the point of admission to matriculation with a mindset of increasing the yield of admitted students and achieving a qualified and diverse student population. The Concierge will also assist with continuing our current growth by developing new yield initiatives and assisting with recruitment activities. The ideal candidate will have excellent communication and organization skills, and student recruiting and sales and/or marketing experience. Previous experience in the education sector is preferred. Some weekend and evening work will be required.

PRIMARY RESPONSIBILITIES

- Develop and implement a strategic plan for supporting newly admitted students
- Serve as the primary point of contact for all newly admitted students, both domestic and international, up until arrival on campus
- Regular and systematic engagement with newly admitted students on an individual and group basis through activities including phone calls, emails, texts, social media, zoom meetings, webinars, in-person meetings and workshops
- Track engagement from newly admitted students and provide periodic assessments of the likelihood of enrollment
- Act as a bridge for relevant departments to ensure students are supported as they complete the required steps to enroll at TUJ. This could relate to financial aid, housing, orientation, class registration, tuition/fees, transportation, and visa assistance.
- Develop new student yield campaigns in consultation with AC leadership.
- Plan and implement events to bring together newly admitted students that make them feel part of the TUJ community right from the time they are admitted
- Plan and coordinate webinars/seminars/events that bring relevant TUJ departments together to engage and support newly admitted students
- Follow up with accepted students who have not completed their list of next steps, which includes submission of a final official transcript
- Provide support to various recruiting and marketing projects and programs as determined by the Director of Overseas Admissions Counseling

APPLICATION PROCESS

Review of applications will begin immediately. Send your application to tujjobs@tuj.temple.edu with the following three items

as attachments:

1. cover letter (Applications without a cover letter will not be reviewed);
2. resume or CV;
3. contact information for two references.

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

REQUIRED QUALIFICATIONS & EXPERIENCE

- Native English speaker or native-level English is required
- Strong computer skills (database, Word, Excel and PowerPoint)
- Friendly, customer-focused, and professional
- Sales and/or marketing experience

PREFERRED QUALIFICATIONS & EXPERIENCE

- Previous experience in student recruiting and/or university admissions
 - Graduate of a U.S. or Canadian university
 - Experience presenting to large groups and organizing events
 - Business-level spoken Japanese is preferred
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Company Description