



Director for Master in Management (MiM) Program - Fixed-term Exclusive job

Maternity leave cover position

Job Information

Hiring Company

[Temple University, Japan Campus](#)

Job ID

1501177

Division

Master in Management (MiM) Program

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

Tokyo - 23 Wards, Setagaya-ku

Train Description

Tokyu Denentoshi Line, Sangenjaya Station

Salary

7 million yen ~ Negotiable, based on experience

Work Hours

37.5 hours per week (10:00 to 18:30, Monday to Friday)

Holidays

Saturdays, Sundays, National Holidays

Refreshed

November 19th, 2024 00:00

General Requirements

Minimum Experience Level

Over 6 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

Director for Master in Management (MiM) Program - Fixed-term Maternity Leave Cover

Department

Master in Management (MiM) Program

Position Type

Full-time

Duration of Contract

This post is fixed-term from February 2025 to April 2026 with the possibility to extend depending on the returning date of the post-holder

Work Hours

37.5 hours per week (10:00 to 18:30, Monday to Friday); some evening, weekend and holiday work required; compensatory time available.

Location

Tokyo (Sangen-jaya station); remote work from Kanto area may be possible after an on-site training period.

Report to

Associate Dean for Academic Affairs

Visa Requirement

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

Salary & Benefits

Commensurate with experience.

Fifteen (15) days paid vacation in the first fiscal year (July-June) increasing to 24 days after 6 years of employment, plus 5 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/telework allowance, and tuition benefits for TUJ Continuing Education program.

Overview of Position

The MiM Program Director will play a pivotal role in leading the Master in Management (MiM). This one-year masters program at TUJ offers a comprehensive introduction to the world of business. Launched in 2020, the program has grown rapidly from five students in its initial year to 35+ students from around the globe. We anticipate more growth. The responsibilities will encompass various elements, including teaching, recruiting students, providing career counseling services and handling administrative tasks.

- Program Development/Student Services: Interface with students, faculty and alumni.
- Recruiting/Orientation: Manage recruitment, admissions and orientation.
- Marketing Communications: Oversee social media and online advertising.
- Professional Development for Students: Support student career search, including expanding internship opportunities for MiM students.

This position requires a strong blend of educational expertise, leadership and organizational skills to ensure the success and growth of the MiM program.

TUJ seeks motivated, dynamic, creative and service-oriented candidates ideally possessing experience in student recruitment, student services and/or career support. Ideal candidates will have excellent communication skills and sales and/or marketing experience. Previous experience in the corporate or not-for-profit sector is preferred.

Primary Responsibilities

The role of MiM Program Director will evolve as the program grows. Initially, it will include:

1. Academic Program Management

- Oversee the MiM Program in accordance with the academic plan approved by the University.
- Work closely with the Associate Dean for Academic Affairs and faculty members to ensure that engaging and relevant course curricula are provided while meeting the highest academic standards and industry requirements.

2. Teaching and Instruction

- Teach the Capstone course in the MiM.
- Support and mentor faculty members to enhance their teaching effectiveness and professional growth.

3. Student Recruitment and Admissions

- Collaborate with the MiM team and other departments to ensure a smooth and efficient application and intake process for new students.

4. Professional Development for Students

- Facilitate internship and job opportunities for MiM students.
- Provide career counseling services, assisting students in identifying their career goals and developing effective job search strategies.

5. Administrative Oversight

- Oversee the day-to-day operations of the MiM Program, ensuring adherence to established Temple University policies and procedures.

6. Budget Management

- Develop and manage the program budget in line with the program's financial objectives.
- Monitor and track expenses, forecast financial needs and ensure budget compliance throughout the program cycle.

7. Quality Assurance and Accreditation

- Ensure that the program meets AACSB accreditation standards.
- Participate in the accreditation process and respond to any recommendations for improvement.

Application Process

Review of applications will begin immediately. Desired start date is February or earlier.

Please apply from below link.

<https://tuj.bamboohr.com/careers/17?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

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

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 and Experience**

- An advanced degree in a relevant business field (e.g., Business Administration, Finance, Marketing, etc.).
- Proven experience in teaching and curriculum development within a business school or related educational institution.
- Knowledge of industry trends and labor market dynamics to provide relevant career counseling.
- Strong leadership skills and the ability to motivate and inspire faculty, staff, alumni and students.
- Excellent communication and interpersonal abilities to engage with various stakeholders effectively.

Preferred Qualifications and Experience

- Business level Japanese
- Demonstrated expertise in academic program management and administration
- Teaching and/or study experience at universities in the United States
- Working knowledge of CRM systems
- Work experience in digital marketing, advertising, and sales with strong background in marketing strategies preferred
- Familiarity with accreditation processes and quality assurance in higher education is a plus
- Terminal degree in a business-related field or have an MBA

Company Description