



Project Assistant 👍 Exclusive job

Fixed term position!

Job Information

Hiring Company

[Temple University, Japan Campus](#)

Job ID

1505619

Division

Deans' Office

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, Fujinomori Station

Salary

3.5 million yen ~ Negotiable, based on experience

Work Hours

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

Holidays

Saturdays, Sundays, National Holidays

Refreshed

November 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

Project Assistant – Fixed Term

Department

Deans' Office

Position Type

Full-time

Duration of Contract:

January 2025 to June 2026 (18 months)

Work Hours

37.5 hours per week; 9:00 – 17:30, Monday through Friday; Set work time is negotiable; Some evening, weekend, and public holiday work might be required, with compensatory time available.

Location

TUJ Kyoto (Fujinomori station) or TUJ Tokyo (Sangenjaya station); hybrid-remote flexibility available.

Report to

Chief of Staff (Tokyo location)

Visa Requirement

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

Salary & Benefits

Commensurate with experience.

Eleven (11) days paid vacation in the first fiscal year (July-June), 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, and tuition remission benefit for Temple University, Japan Campus (TUJ) programs.

Overview of Position

The Dean's Office is seeking a full-time, fixed-term Project Assistant for a number of special projects that will take place in 2025-2026. The primary focus of this position is assisting TUJ with hosting the US-Korea-Japan Trilateral Global Youth Leadership Summit (the "Summit") scheduled to be held in the summer of 2025 in the Kansai region of Japan. However, the position will also involve assisting with other special events (conferences, symposiums, workshops, etc.) scheduled to be held at TUJ Kyoto.

This is a unique opportunity to support the high-profile US-Korea-Japan Trilateral Global Youth Leadership Summit that empowers the next generation of global youth leaders. This project has received grant funding support from the U.S. Department of State and will work closely with U.S. Embassies and Consulates in Japan and Korea for project development and Summit organization. The project involves recruiting 50 participants (age 18-30) from the U.S., Korea, Japan, and the Indo-Pacific region to develop their leadership skills and strategic thinking with respect to issues facing the trilateral partnership. At the summit – with a portion of it taking place directly at the 2025 World Expo site in Osaka – the youth leaders will discuss, collaborate, identify, and drive innovative solutions to future challenges. Upon completion of the Summit, the Project Assistant will also take charge of developing an alumni network for the participants and organize periodic check-in activities to continue their exchange and dialogue.

Throughout the contract term, the Project Assistant will also assist with other academic conferences, workshops, events, and study programs at TUJ Kyoto.

Primary Responsibilities

- Assist in the overall administrative tasks and Summit logistics of the project.
- Assist in the planning and organizing of the Summit, including applicant recruitment, application review, speaker engagement, and close communication with the youth participants.
- Support Summit operations, including itinerary implementation, travel arrangements, on-site coordination, and various logistical management.
- Work closely with corresponding personnel in the U.S. Mission in Korea and Japan to ensure smooth communication and execution of the Summit.
- Prepare documents, presentations, and correspondence for the Summit.
- Act as the front-line contact person to respond to and support selected Summit participants.

- Assist in the logistical arrangement and participant support for other academic conferences and short-term, student study trips from overseas university partners.
- Assist with other administrative tasks under the direction of Chief of Staff.

Application Process

Review of applications will begin immediately. Desired start date is early January 2025.

Please apply from below link.

<https://tuj.bamboohr.com/careers/20?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. a list of two professional references with their contact information.

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

- Bachelor's degree or higher.
- Excellent communication skills in English (native or near-native level)
- Previous experience in event and conference planning or organization.
- Excellent communication and interpersonal skills.
- Strong organizational, multi-tasking, and inter-departmental liaison skills.
- Proficient computer skills in Microsoft Office, Zoom, Google Workspace, etc.

Preferred Qualifications

- Business level Japanese (speaking, reading, and writing) is strongly preferred.
 - Ability to work in a fast-paced, diverse, multicultural environment.
 - Ability to pay close attention to detail.
 - Experience with working with youth or young adults.
 - Disciplinary training or strong interest in Asian studies or trilateral relations.
 - Enthusiasm for youth leadership, globalization, and international collaboration.
 - Reside in the Kansai Region of Japan or be willing to travel to the Kansai Region closer to the Summit and other conference dates.
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Company Description