CareerCross by JAC Recruitment

Temple University Japan Campus

Web Assistant (Fixed term) Exclusive job

Working at American University in Japan

Job Information

Hiring Company
Temple University, Japan Campus

Job ID
1507699

Division
Communications and Marketing Support

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

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December 3rd, 2024 17:57

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
Fluent

Minimum Education Level
Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

Position

Web Assistant (Fixed term)

Department

Communications and Marketing Support

Position Type

Full-time

Duration of Contract

This position is project-based until December 31, 2025

Work Hours

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

Location

Tokyo (Sangen-jaya station) – Some telework available from the Kanto area after an on-site training period.

Report to

Executive Director

Visa Requirement

This position is only available to applicants who are eligible to work in Japan. (The position does not include visa sponsorship.)

Salary & Benefits

Commensurate with experience plus transportation.
Eleven (11) days paid vacation, plus 5 paid "personal and sick days" for the first year. If the employee is hired in the middle of the fiscal year, prorated annual paid leave shall be granted based on the month. In addition, approximately two weeks university-wide break over Christmas/New Year. Japanese social insurance and pension, commuting/telework allowance, and tuition benefits for the Continuing Education program.

Overview of Positions

Temple University, Japan Campus (TUJ) is looking for a Web Assistant to support the migration of the Content Management System from Drupal 7 to Drupal 10 on our university website.

In this important role, the person in this position will be part of the Communications Marketing Support team which deals with advertising, publications and public relations, and will also be working closely with the directors of eight programs at TUJ (Undergraduate, four Graduate programs, the Academic English Program, Corporate Education and Continuing Education), as well as with TUJ technical staff – all to ensure a high quality, effective website that supports the university's mission of contributing to international education and cross-cultural understanding.

This position involves skillsets such as basic HTML, with occasional direct code editing and page creation or editing on both Drupal and WordPress (customized for TUJ use). This is a remote position, with occasional in-office presence required for training or meetings. We are looking for a self-driven, quick learner who can communicate effectively both in English and Japanese.

Primary Responsibilities

- Assist in the website migration project from Drupal 7 to Drupal 10.
- Create and edit web pages using WYSIWYG editors on customized Drupal 7, Drupal 10 and WordPress platforms.
- Perform occasional direct HTML code editing when necessary.
- Compare old and new site content using Excel lists to ensure consistency and make necessary page edits.
- Manage files via Microsoft SharePoint and Office 365.
- Communicate effectively via email, chat and web project management systems in English and Japanese.
- Collaborate effectively with external vendors and internal stakeholders and assist in the migration process.

Application Process

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

Please apply from below link.

https://tuj.bamboohr.com/careers/13?source=aWQ9Mg%3D%3D

Required application materials to be submitted:

1. a letter of application (Applications without a cover letter will not be reviewed);
2. resume or CV;
3. contact information for two references;
4. a portfolio with links to work in creating websites or/and blogs;

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

- Basic HTML and CSS knowledge and experience, with the ability to edit code directly if needed.
- Native/Fluent English speaker with business level Japanese or Native/Fluent Japanese speaker with business level English (TOEIC 800-)
- PC Skills: Outlook, Word, Excel
- Strong organizational skills.
- Capable of working independently and managing tasks remotely.
- Attention to detail and accuracy, and able to compare and verify content between different website versions.
- Be able to work under the pressure of deadlines.
- Excellent communication skills

Preferred Qualifications & Experience

- PC Skills: Acrobat (Create/Edit PDF files), Photoshop (Resize/Trim images), SharePoint, Office 365
- Experience with CMS platforms like Drupal and WordPress
- 2-3 years of relevant experience (open to less for the right candidate).

Company Description