



Overseas Admissions Counselor (Student Recruiter)

Working at American University in Japan

Job Information

Hiring Company

[Temple University, Japan Campus](#)

Subsidiary

Temple University, Japan Campus (TUJ)

Job ID

1507751

Division

Admissions Counseling (AC)

Industry

Education

Company Type

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

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Permanent Full-time

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

Main office hours: 9:00 to 17:30, Monday to Friday 37.5 hours

Refreshed

December 4th, 2024 15:46

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**

Overseas Admissions Counselor (Student Recruiter) based in Tokyo

Department

Admissions Counseling (AC)

Position Type

Full-time Staff

Work Hours

37.5 hours per week (frequent weekend and holiday hours required, compensatory time given)

Location

Tokyo (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 moved to its brand-new campus with about 1300 undergraduate students in 2019 and grew to a vibrant campus with 2500 students by 2024. TUJ seeks a motivated and outgoing admissions counselor for its overseas markets worldwide to support university recruiting and advising prospective students. The Admissions Counselor will assist TUJ in meeting enrollment goals that focus on continuing current growth and achieving a qualified and diverse student population. This position will be primarily responsible for recruiting in Asia and the U.S., but may include other regions. The ideal candidate will have excellent communication skills, student recruiting, and sales and/or marketing experience. Previous experience in the education sector is preferred. Some weekend and evening work and significant international travel will be required.

Primary Responsibilities

- Serve as the primary point of contact for prospective students and applicants
- Represent TUJ to the public and its vision to prospective students, parents, school counselors, Japanese language teachers, academic institutions, and other entities
- Make recruiting trip plans and execute them, by visiting high schools and community colleges, attending school/college fairs, recruiting conferences, and other relevant events
- Spend extensive time overseas on recruiting trips
- Prepare and give presentations about TUJ, and studying and living in Japan
- 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.

Please apply from below link.

<https://tuj.bamboohr.com/careers/26?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 curriculum vitae, and

3. two references and their contact information

Only candidates selected for an interview will be contacted.

Temple University, Japan Campus is an equal opportunity/affirmative action employer, committed to promoting inclusion and equity in its community. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status, or any characteristic protected by law.

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
- Valid driver's license and ability to get an international driver's permit if required
- Sales and/or marketing experience
- Strong organization skills
- Target oriented mindset
- Ability to communicate effectively at a professional level (in written and verbal form)

Preferred Qualifications & Experience

- Previous experience in student recruiting and/or university admissions
 - Experience presenting to large groups, trip planning, and marketing a plus
 - Business-level spoken Japanese is preferred
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Company Description