



Academic Success Coordinator Exclusive job

Working at American University in Japan

Job Information

Hiring Company

[Temple University, Japan Campus](#)

Subsidiary

Temple University, Japan Campus (TUJ)

Job ID

1523100

Division

Undergraduate Programs

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

9:00-17:30 Monday through Friday (37.5 hours per week)

Holidays

Weekends, Public Holidays, approx. 2 weeks over New Year

Refreshed

February 21st, 2025 16:13

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

Post Grad Degree (PHD/MBA etc)

Visa Status

No permission to work in Japan required

Job Description**Position:**

Academic Success Coordinator

Department:

Undergraduate Studies

Position Type:

Full-time

Work Hours:

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

Location:

Tokyo (Sangen-jaya station): hybrid-remote flexibility after initial training period available

Report to:

Assistant Dean for Student Success

Visa Requirement:

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

Salary & Benefits:

Salary commensurate with experience, plus transportation.

11 days paid vacation in the first fiscal year (July-June) increasing to 20 days after 6 years of employment, 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, a welfare-discount program membership, retirement payment system, and tuition benefits for Temple University, Japan Campus (TUJ) programs.

About Temple University, Japan Campus:

Based in Philadelphia, Temple University is a public Carnegie-designated R1 research university that ranks in the top 350 of all universities worldwide according to Times Higher Education. With approximately 30,000 students, Temple maintains a multi-campus system extending from Pennsylvania to Rome to Japan.

Established in 1982, the Japan campus of Temple University (TUJ) is a full-service branch campus that educates students from nearly 80 countries in English in its undergraduate and graduate programs (law, business, graduate education). TUJ also annually serves over 2,000 learners in its non-degree programs (Academic English Program, continuing education and corporate education). TUJ is the oldest and largest branch campus of a foreign university in Japan. More details about TUJ are generally available at www.tuj.ac.jp. Its strategic priorities and key objectives are accessible here. TUJ has increasing enrollments, is financially healthy, and has plans to hire new full-time faculty members this year.

TUJ offers undergraduate programs to a broad mix of over 2,500 Japanese and non-Japanese degree-seeking students who will earn their degrees from Temple University through the Japan campus. Every semester, additional students from Temple's main campus and other universities will converge on our campus for a short-term study abroad experience. Moreover, TUJ has just opened its Kyoto location in Spring 2025, offering students opportunities to study in the storied cultural capital of Japan.

In one of the most dynamic cities in the world, we offer thirteen full undergraduate majors ranging from Art to International Business to Psychological Studies. Graduates earn degrees from their Philadelphia Main Campus colleges and departments, delivered by TUJ's local team of faculty and staff. Our team is international, with 80 full-time faculty and instructional staff joined by experienced administrators and many part-time adjunct faculty from the professions, business, and the arts. TUJ holds classes in the Fall and Spring semesters (15 weeks) and over a well-enrolled 10-week Summer semester.

Overview of Position:

The Academic Success Coordinator plays a critical role in the undergraduate education mission of our campus. The coordinator serves as a resource for our community to lead academic support efforts and foster a culture of success. This role involves developing and implementing programs, providing academic coaching, and collaborating with faculty and staff to promote student achievement. A successful candidate will partner with other student support units to engage students and

contribute to retention efforts.

Key Responsibilities :

- Coordinate academic support services across units, including tutoring, accessibility services, visa, faculty, peer mentoring, and academic advising.
- Teach first-year experience and/or academic success strategy courses.
- Track and analyze data about student performance, student experience, and retention to inform the design and assessment of academic support initiatives.
- Collaborate with faculty, advisors, and other university staff to identify at-risk students, and implement intervention strategies.
- Provide individualized academic coaching and support to students, including study skills development, time management, and goal-setting strategies.
- Define quantitative and qualitative measures for student success for our specific community and promote opportunities for thriving students.
- Share best practices in academic support, student retention, and higher education trends with faculty and staff.

Application Process

Review of applications will begin immediately.

Please apply from below link.

<https://tuj.bamboohr.com/careers/31?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

1. a cover letter
2. resume or CV
3. contact information for three references

Only candidates selected for an interview 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

Minimum Qualifications & Experience:

- Master's degree
- Experience working with student academic success in a college prep or higher education setting
- Proficiency in using student information and learning management systems
- Innovative and student-focused mindset.
- Knowledge of research-based best practices for student success.
- Excellent verbal and written English communication skills.
- Superior organizational skills and a documented ability to lead and be part of a student services team.

Preferred Qualifications & Experience

- Experience with Slate or Banner
- Working experience with international students
- Teaching experience and ability to teach courses on student success
- Evidence of collaboration with external academic support services, student affairs, and academic affairs.

Company Description