



Campus Services Coordinator 👍 独占求人

英語が活かせる仕事！海外のような職場（米国の日本校）環境！

募集職種

採用企業名

テンプル大学ジャパンキャンパス

求人ID

1482605

部署名

Facilities & General Affairs

業種

教育・学校

会社の種類

中小企業 (従業員300名以下) - 外資系企業

外国人の割合

外国人 半数

雇用形態

正社員

勤務地

京都府, 京都市伏見区

最寄駅

本線駅

給与

400万円 ~ 経験考慮の上、応相談

ボーナス

固定給+ボーナス

勤務時間

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

休日・休暇

土日祝及び、大学カレンダーに準ずる、年間休日数 (125日)

更新日

2024年06月19日 11:06

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル (英語使用比率: 75%程度)

日本語レベル

ネイティブ

最終学歴

大学卒 : 学士号

現在のビザ
日本での就労許可は必要ありません

募集要項

POSITION

Campus Services Coordinator

DEPARTMENT

Facilities & General Affairs

POSITION TYPE

Full-time

WORK HOURS

9:00 to 17:30, Monday through Friday.

(37.5 hours per week)

LOCATION

Kyoto Campus (Fujinomori station)

REPORT TO

Executive Director, Kyoto

VISA REQUIREMENT

Temple University, Japan Campus (TUJ) can sponsor visas for highly qualified candidates.

SALARY & BENEFITS

Commensurate with experience.

Eleven (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, and retirement payment system for Temple University, Japan Campus (TUJ) programs.

OVERVIEW OF POSITION

Starting in January 2025, Temple University will broaden its presence in Japan through the establishment of a new satellite campus in Kyoto. Over the past three years, the Japan campus of Temple University (TUJ) has experienced unprecedented growth, including an 80% increase in its undergraduate student population. To take our next leap forward by securing more space for our growing student body, expanding our impact beyond Tokyo, and advancing our new initiatives, TUJ has partnered with Kyoto-based Seibo Jogakuin (Seibo). Founded over 100 years ago, Seibo operates campuses in Kyoto and Osaka that serve nursery school through high school students. Together, TUJ and Seibo will play a critical role in Kyoto by advancing international education, building bridges across cultures, and equipping Temple University students with the tools required to succeed in our interconnected world.

In connection with our new Kyoto operations, we seek a Campus Service Coordinator. Responsible for developing, maintaining, and enhancing Facilities and maintaining high levels of customer satisfaction of TUJ Kyoto Facilities. While this person reports directly to the Executive Director in Kyoto, he/she will also be receiving instruction and support from Facilities and General Affairs department in Tokyo.

Facilities and General Affairs

- Manage our Japan Campus Kyoto facilities to meet the current and future needs of students, faculty and staff.
- Manage Faculty Housing
- Support of the facilities' relationship with Seibo
- Manage building security and maintenance for Japan Campus Kyoto
- Issue and maintain student commuter passes, discount tickets, and lockers
- Manage inventory and classroom conditions
- Manage ad hoc room bookings in Japan Campus Kyoto
- Check and order stationaries/office supplies
- Manage TUJ's disaster prevention measures in Kyoto
- Assist the Facilities & General Affairs team with asset management
- Input of FGA-related payment requests and expenses for Kyoto
- Act as the designated fire and disaster prevention manager for Japan Campus Kyoto
- Work as a team member of Facilities and General Affairs department in Tokyo

Dorm

- Develop and maintain relationships with Kyoto dorm providers
- Manage Kyoto Dorms in conjunction with Tokyo FGA Manager

Others

- Assist other operations in Kyoto, including Information Center and Information Technology Services, when needed.

APPLICATION PROCESS

Review of applications will begin immediately. Desired start date is September/October 2024.

Send applications to tujjobs@tuj.temple.edu with the following three items as attachments:

1. a cover letter
2. a resume or curriculum vitae
3. a list of two references with contact information

Indicate the title and location of the position you are applying for in the email subject box. Also, we would appreciate it very much if you could let us know from which website/resource you found out about this position.

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.

スキル・資格**QUALIFICATIONS AND EXPERIENCE**

- 2-3 years of work experience in facilities management and/or customer support roles
- Business level English and near-native level Japanese
- Good organizational skills and attention to detail
- Strong computer skills (Word, Excel, Access, PowerPoint)
- Friendly, service-oriented, customer-focused, and professional attitude
- Experience as a receptionist, professional assistant, and/or working in General Affairs a plus

会社説明