

Admin Assistant for Divisions of Liberal Arts, Media & Arts 👍 独占求人

Working at American University in Japan

募集職種

採用企業名

テンプル大学ジャパンキャンパス

支社・支店

Temple University, Japan Campus (TUJ)

求人ID

1484865

部署名

Undergraduate Program

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 多数

雇用形態

契約

勤務地

東京都 23区, 世田谷区

最寄駅

東急田園都市線、 三軒茶屋駅

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

09:00-17:30 Monday through Friday

休日・休暇

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

更新日

2024年07月15日 10:00

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

流暢 (英語使用比率: 75%程度)

日本語レベル

日常会話レベル

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**

Administrative Assistant for Divisions of Liberal Arts and Media & Fine Arts

DEPARTMENT

Undergraduate Program

POSITION TYPE

Full-time

WORK HOURS

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

LOCATION

Tokyo Campus (Sangen-jaya station)

REPORT TO

Division Chairs for Liberal Arts and Media & Fine Arts

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 year, increasing to 20 days after six years of employment, plus five paid "personal and sick days" each year. In addition, approximately two weeks of university-wide break over Christmas/New Year. Japanese social insurance and pension, commuting allowance, and tuition benefits for TUJ programs.

OVERVIEW OF POSITION

The Administrative Assistant for the Divisions of Liberal Arts and Media & Fine Arts provides support for the administration and faculty of these academic divisions. The position is multifaceted, involving technical, financial, and clerical work to support the teaching and research missions of the units.

PRIMARY RESPONSIBILITIES

- Assist chairs, faculty, and other administrative staff with the regular functions of the undergraduate program, including reviewing syllabi, obtaining faculty information for the university website, and assisting with all faculty and student needs.
- Assist chairs to gather and provide information for other TUJ units, e.g. Associate Dean for Academic Affairs (ADAA)'s office, Human Resources, Information Technology Services.
- Assist chairs to input course schedules in Banner, for review and approval by Registrar's Office.
- Keep chairs' calendars/schedules, including setting meetings for chairs and the divisions.
- Support event logistics as needed, including reserving rooms, preparing IT, ordering catering, facilitating guest services, etc.
- Provide administrative support, including ordering paper, preparing faculty offices, etc.
- Assist chairs and faculty with finances, including assisting with Tokium and NetSuite.
- In coordination with chairs and the ADAA's office, track discretionary spending for the divisions.
- Initiate and help process personnel payments, including student worker contracts & timesheets and faculty overload contracts.
- Assist with the tracking, maintenance, and purchasing of equipment and supplies, particularly for the Media & Fine Arts division.

APPLICATION PROCESS

Review of applications will begin immediately. Please send your application to tujjobs@tuj.temple.edu with the following three items as attachments:

1. a letter of application (Applications without a cover letter will not be reviewed);
2. resume or CV;

3. contact information for two references.

Please indicate the title of the position you are applying for in the e-mail 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 & EXPERIENCE

- Fluent in English
- Strong communication, interpersonal, and problem-solving skills
- Demonstrated ability to work to deadlines; attention to detail
- Strong PC skills (database, Excel, Word)
- Work experience in higher education and/or study abroad a plus
- Fluency in Japanese is preferred

会社説明