



## Admissions Concierge 👍 独占求人

学生募集に携わるリクルート業務や、入学に関するカウンセリングをする部署でのお仕事

### 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

1486416

#### 部署名

Admissions Counseling (AC) department

#### 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

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 to Friday

#### 休日・休暇

Saturdays, Sundays, National Holidays

#### 更新日

2024年07月18日 13:37

### 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

ネイティブ (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

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## 募集要項

### POSITION

Admissions Concierge

### DEPARTMENT

Admissions Counseling (AC)

### POSITION TYPE

Full-time Staff

### WORK HOURS

37.5 hours per week (9:00 to 17:30, Monday to Friday)  
(frequent weekend and holiday hours required, compensatory time given)

### LOCATION

Tokyo Campus (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 seeks a motivated and outgoing Admissions Concierge to support newly admitted undergraduate program students. The Admissions Concierge will focus on providing prompt and exceptional service to students from the point of admission to matriculation with a mindset of increasing the yield of admitted students and achieving a qualified and diverse student population. The Concierge will also assist with continuing our current growth by developing new yield initiatives and assisting with recruitment activities. The ideal candidate will have excellent communication and organization skills, and student recruiting and sales and/or marketing experience. Previous experience in the education sector is preferred. Some weekend and evening work will be required.

### PRIMARY RESPONSIBILITIES

- Develop and implement a strategic plan for supporting newly admitted students
- Serve as the primary point of contact for all newly admitted students, both domestic and international, up until arrival on campus
- Regular and systematic engagement with newly admitted students on an individual and group basis through activities including phone calls, emails, texts, social media, zoom meetings, webinars, in-person meetings and workshops
- Track engagement from newly admitted students and provide periodic assessments of the likelihood of enrollment
- Act as a bridge for relevant departments to ensure students are supported as they complete the required steps to enroll at TUJ. This could relate to financial aid, housing, orientation, class registration, tuition/fees, transportation, and visa assistance.
- Develop new student yield campaigns in consultation with AC leadership.
- Plan and implement events to bring together newly admitted students that make them feel part of the TUJ community right from the time they are admitted
- Plan and coordinate webinars/seminars/events that bring relevant TUJ departments together to engage and support newly admitted students
- Follow up with accepted students who have not completed their list of next steps, which includes submission of a final official transcript
- 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. Send your application to [tujjobs@tuj.temple.edu](mailto:tujjobs@tuj.temple.edu) with the following three items

as attachments:

1. cover letter (Applications without a cover letter will not be reviewed);
2. resume or CV;
3. contact information for two references.

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.

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## スキル・資格

### **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
- Sales and/or marketing experience

### **PREFERRED QUALIFICATIONS & EXPERIENCE**

- Previous experience in student recruiting and/or university admissions
- Graduate of a U.S. or Canadian university
- Experience presenting to large groups and organizing events
- Business-level spoken Japanese is preferred

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## 会社説明