

Program Assistant 👍 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](#)

求人ID

1498472

部署名

Master in Management (MiM) 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 半数

雇用形態

パートタイム

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

時給制 ~ 経験考慮の上、応相談

勤務時間

5 hours per day, Monday through Friday within 9:00 am to 5:30pm

休日・休暇

Saturdays, Sundays, National Holidays

更新日

2024年11月22日 12:00

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

ビジネス会話レベル

最終学歴

大学卒 : 学士号

現在のビザ

日本での就労許可が必要です

募集要項**Position**

Program Assistant

Department

Master in Management (MiM) Program

Position Type

Part-time

Work Hours

25 hours per week (5 hours per day, Monday through Friday within 9:00 am to 5:30pm); set work time negotiable.

*Department's core time is 11:00 am - 4:30 pm

Location

Tokyo (Sangen-jaya station); remote work from Kanto area may be possible after an on-site training period.

Report to

Director, Master in Management

Visa Requirement

This position is only available to applicants who are eligible to work in Japan. (The position does not include visa sponsorship.)

Salary & Benefits

Commensurate with experience. Japanese social insurance, commuting/telework allowance.

Overview of Position

The Master in Management (MiM) is a one-year program designed for recent graduates from all backgrounds taught 100% in English. Students study and work with cohort and gain exposure to a global environment.

The program assistant will play a key role in supporting the operations of the MiM program. The ideal candidate is detail-oriented with a passion for administrative, financial, and event-planning tasks, and has the ability to handle multiple projects efficiently. Candidates with strong organizational and interpersonal skills are welcomed.

Primary Responsibilities

- Assist candidates from the first touch points of the admissions process to the coordination of their visa application process.
- Process monthly administration tasks such as expense reports, payment requests and student workers' timesheets.
- Draft and issue invoices for tuition and other fees. Track and follow up on outstanding invoices to ensure timely payments.
- Update CRM systems of candidates, students and alumni.
- Assist in planning academic, social and recruiting events. Coordinate logistics for guest speakers and manage room reservations, set up, etc.
- Assist in creating program materials and coordinating website content updates.

Application Process

Review of applications will begin immediately. Desired start date is late November or December 2024.

Please apply from below link.

<https://tuj.bamboohr.com/careers/14?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 CV and
3. a list of two professional references with their contact information

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

Required Qualifications & Experience

- Bachelor's degree or higher
- Excellent communication skills in English (native or near-native level)
- 2-3 years of work experience in an area related to student services or customer support.
- Proficient computer skills and knowledge in Microsoft Excel (Intermediate), Word and PowerPoint (Basic)
- Friendly, professional, and detail-oriented

Preferred Qualifications & Experience

- Work experience in higher education is strongly preferred.
 - Business Level Japanese (oral and written)
 - Experience in interdepartmental liaison / coordination
 - Knowledge of both U.S. and Japanese higher education
 - Experience in using database
 - Familiarity with university admissions and visa processes
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会社説明