

Web Assistant (Fixed term) 👍 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

1507699

## 部署名

Communications and Marketing Support

## 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12月03日 17:57

## 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

流暢

## 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**

Web Assistant (Fixed term)

**Department**

Communications and Marketing Support

**Position Type**

Full-time

**Duration of Contract**

This position is project-based until December 31, 2025

**Work Hours**

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

**Location**

Tokyo (Sangen-jaya station) – Some telework available from the Kanto area after an on-site training period.

**Report to**

Executive Director

**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 plus transportation.  
Eleven (11) days paid vacation, plus 5 paid "personal and sick days" for the first year. If the employee is hired in the middle of the fiscal year, prorated annual paid leave shall be granted based on the month. In addition, approximately two weeks university-wide break over Christmas/New Year. Japanese social insurance and pension, commuting/telework allowance, and tuition benefits for the Continuing Education program.

**Overview of Positions**

Temple University, Japan Campus (TUJ) is looking for a Web Assistant to support the migration of the Content Management System from Drupal 7 to Drupal 10 on our university website.

In this important role, the person in this position will be part of the Communications Marketing Support team which deals with advertising, publications and public relations, and will also be working closely with the directors of eight programs at TUJ (Undergraduate, four Graduate programs, the Academic English Program, Corporate Education and Continuing Education), as well as with TUJ technical staff – all to ensure a high quality, effective website that supports the university's mission of contributing to international education and cross-cultural understanding.

This position involves skillsets such as basic HTML, with occasional direct code editing and page creation or editing on both Drupal and WordPress (customized for TUJ use). This is a remote position, with occasional in-office presence required for training or meetings. We are looking for a self-driven, quick learner who can communicate effectively both in English and Japanese.

**Primary Responsibilities**

- Assist in the website migration project from Drupal 7 to Drupal 10.
- Create and edit web pages using WYSIWYG editors on customized Drupal 7, Drupal 10 and WordPress platforms.
- Perform occasional direct HTML code editing when necessary.
- Compare old and new site content using Excel lists to ensure consistency and make necessary page edits.
- Manage files via Microsoft SharePoint and Office 365.
- Communicate effectively via email, chat and web project management systems in English and Japanese.
- Collaborate effectively with external vendors and internal stakeholders and assist in the migration process.

**Application Process**

Review of applications will begin immediately. Desired start date is January 2025.

Please apply from below link.

<https://tuj.bamboohr.com/careers/13?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

1. a letter of application (Applications without a cover letter will not be reviewed);
2. resume or CV;
3. contact information for two references;
4. a portfolio with links to work in creating websites or/and blogs;

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

- Basic HTML and CSS knowledge and experience, with the ability to edit code directly if needed.
- Native/Fluent English speaker with business level Japanese or Native/Fluent Japanese speaker with business level English (TOEIC 800-)
- PC Skills: Outlook, Word, Excel
- Strong organizational skills.
- Capable of working independently and managing tasks remotely.
- Attention to detail and accuracy, and able to compare and verify content between different website versions.
- Be able to work under the pressure of deadlines.
- Excellent communication skills

### Preferred Qualifications & Experience

- PC Skills: Acrobat (Create/Edit PDF files), Photoshop (Resize/Trim images), SharePoint, Office 365
- Experience with CMS platforms like Drupal and WordPress
- 2-3 years of relevant experience (open to less for the right candidate).

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## 会社説明