

Academic Success Coordinator 👍 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

1523100

部署名

Undergraduate Programs

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

正社員

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

9:00-17:30 Monday through Friday (37.5 hours per week)

休日・休暇

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

更新日

2025年02月21日 16:13

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

大学院卒：修士号/博士号

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:**

Academic Success Coordinator

Department:

Undergraduate Studies

Position Type:

Full-time

Work Hours:

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

Location:

Tokyo (Sangen-jaya station): hybrid-remote flexibility after initial training period available

Report to:

Assistant Dean for Student Success

Visa Requirement:

Temple University, Japan Campus (TUJ) is able to sponsor a visa for this position.

Salary & Benefits:

Salary commensurate with experience, plus transportation.

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

About Temple University, Japan Campus:

Based in Philadelphia, Temple University is a public Carnegie-designated R1 research university that ranks in the top 350 of all universities worldwide according to Times Higher Education. With approximately 30,000 students, Temple maintains a multi-campus system extending from Pennsylvania to Rome to Japan.

Established in 1982, the Japan campus of Temple University (TUJ) is a full-service branch campus that educates students from nearly 80 countries in English in its undergraduate and graduate programs (law, business, graduate education). TUJ also annually serves over 2,000 learners in its non-degree programs (Academic English Program, continuing education and corporate education). TUJ is the oldest and largest branch campus of a foreign university in Japan. More details about TUJ are generally available at www.tuj.ac.jp. Its strategic priorities and key objectives are accessible here. TUJ has increasing enrollments, is financially healthy, and has plans to hire new full-time faculty members this year.

TUJ offers undergraduate programs to a broad mix of over 2,500 Japanese and non-Japanese degree-seeking students who will earn their degrees from Temple University through the Japan campus. Every semester, additional students from Temple's main campus and other universities will converge on our campus for a short-term study abroad experience. Moreover, TUJ has just opened its Kyoto location in Spring 2025, offering students opportunities to study in the storied cultural capital of Japan.

In one of the most dynamic cities in the world, we offer thirteen full undergraduate majors ranging from Art to International Business to Psychological Studies. Graduates earn degrees from their Philadelphia Main Campus colleges and departments, delivered by TUJ's local team of faculty and staff. Our team is international, with 80 full-time faculty and instructional staff joined by experienced administrators and many part-time adjunct faculty from the professions, business, and the arts. TUJ holds classes in the Fall and Spring semesters (15 weeks) and over a well-enrolled 10-week Summer semester.

Overview of Position:

The Academic Success Coordinator plays a critical role in the undergraduate education mission of our campus. The coordinator serves as a resource for our community to lead academic support efforts and foster a culture of success. This role involves developing and implementing programs, providing academic coaching, and collaborating with faculty and staff to promote student achievement. A successful candidate will partner with other student support units to engage students and

contribute to retention efforts.

Key Responsibilities :

- Coordinate academic support services across units, including tutoring, accessibility services, visa, faculty, peer mentoring, and academic advising.
- Teach first-year experience and/or academic success strategy courses.
- Track and analyze data about student performance, student experience, and retention to inform the design and assessment of academic support initiatives.
- Collaborate with faculty, advisors, and other university staff to identify at-risk students, and implement intervention strategies.
- Provide individualized academic coaching and support to students, including study skills development, time management, and goal-setting strategies.
- Define quantitative and qualitative measures for student success for our specific community and promote opportunities for thriving students.
- Share best practices in academic support, student retention, and higher education trends with faculty and staff.

Application Process

Review of applications will begin immediately.

Please apply from below link.

<https://tuj.bamboohr.com/careers/31?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

1. a cover letter
2. resume or CV
3. contact information for three references

Only candidates selected for an interview 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

Minimum Qualifications & Experience:

- Master's degree
- Experience working with student academic success in a college prep or higher education setting
- Proficiency in using student information and learning management systems
- Innovative and student-focused mindset.
- Knowledge of research-based best practices for student success.
- Excellent verbal and written English communication skills.
- Superior organizational skills and a documented ability to lead and be part of a student services team.

Preferred Qualifications & Experience

- Experience with Slate or Banner
- Working experience with international students
- Teaching experience and ability to teach courses on student success
- Evidence of collaboration with external academic support services, student affairs, and academic affairs.

会社説明