

Assistant Director of AEP, Academic English Program in Kyoto 

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

1524775

部署名

Academic English Program (AEP)

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

正社員

勤務地

京都府, 京都市伏見区

最寄駅

本線、 藤森駅

給与

500万円 ~ 経験考慮の上、応相談

勤務時間

7.5 hours per day (37.5 hours per week)

休日・休暇

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

更新日

2025年04月23日 01:00

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

ネイティブ

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:

Assistant Director of AEP

Department:

Academic English Program (AEP)

Position Type:

Full-time

Report to:

Executive Director, Graduate College of Education and Academic English Program

Location:

Kyoto (Fujinomori station); hybrid-remote flexibility after initial training period available

Work Hours:

7.5 hours per day (37.5 hours per week)

Regular Weekday Office Hours: 9:00 - 17:30.

Programs may be held on weekends and National Holidays. When a program is held, time varies between 8:00 and 17:30. Substitute holidays can be taken for these working days.

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.

Overview of Position:

TUJ's Academic English Program (AEP) offers both semester-long and short-term academic English programs of all ages, from elementary school students to adults. The Assistant Director will play a key leadership role in planning, executing, and continuously improving academic English programs at TUJ Kyoto. This position involves overseeing day-to-day operations, developing new programs, supporting instructors and students, and collaborating closely with internal and external stakeholders to ensure program success.

The Assistant Director will manage administrative processes, support program marketing and promotion, and ensuring smooth program delivery at TUJ Kyoto. As AEP serves as student pipeline into TUJ, the Assistant Director will assist with recruit efforts and liaise with private and public stakeholders regarding potential and actual programs. Additionally, the Assistant Director may assist with admissions counseling related matters including recruitment visits, open campus events, and language testing.

The ideal candidate will have strong leadership, organizational, and communication skills, along with a passion for international education.

Primary Responsibilities:

Program Management and Development

- Oversee the development, planning, implementation, and evaluation of AEP programs, especially youth and short-term programs at TUJ Kyoto.
- Develop new programs to meet evolving student needs and market demands.
- Collaborate with instructors to ensure the delivery of high-quality educational experiences.
- Conduct regular program evaluations and recommend improvements.
- Manage scheduling, room reservations, and coordination of instructional resources.

Administrative Duties

- Supervise administrative workflows, including application processing, tuition payments, and student records.
- Provide administrative and operational support to students, instructors, and staff.

- Ensure accurate and timely creation of attendance sheets, feedback forms, certificates, and grade reports.
- Manage hiring and training of teaching assistants.
- Oversee the administration of language proficiency exams
- Assist other staff and undertake general administrative tasks as needed.

Recruitment, Marketing, and Promotion

- Plan and conduct information sessions, school visits, and individual consultations (both in-person and online) for prospective students, parents, and educational organizations
- Collaborate with relevant departments on the creation and maintenance of promotional materials, including websites, brochures, and flyers.
- Promote programs through social media platforms (e.g., Facebook, Instagram) as well as other internal and external channels.

Stakeholder Communication and Collaboration

- Build and maintain strong relationships with internal and external partners, including prefectural governments, local governments, universities, high schools, and other educational organizations.
- Represent the AEP at TUJ Kyoto in meetings with staff, faculty, and external stakeholders.
- Serve as a point of contact for program-related inquiries and communications.

Application Process

Review of applications will begin immediately.

Please apply from below link.

<https://tuj.bamboohr.com/careers/33?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

1. a cover letter outlining qualifications and interest in the position
2. a resume or CV
3. contact information for two professional references

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 and Experience:

- Bachelor's degree required; a master's degree in education, TESOL, or a related field is preferred.
- Minimum of three years of experience in educational administration, program coordination, or a related field.
- Native-level proficiency in Japanese and advanced-level proficiency in English (both oral and written).
- Demonstrated ability to manage multiple projects, meet deadlines, and maintain attention to detail.
- Strong interpersonal and communication skills, with a collaborative and flexible mindset.
- Experience working in international education and an understanding of the Japanese education system.
- Proficiency in social media marketing and experience with creating promotional materials.
- Leadership experience and the ability to supervise and mentor staff.
- Experience living, studying, or working abroad is preferred, especially in the United States.

会社説明