


Career Advisor 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

1525287

## 部署名

Career Development Office

## 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

400万円 ~ 経験考慮の上、応相談

## 勤務時間

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

## 休日・休暇

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

## 更新日

2025年03月07日 17:08

## 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

Career Advisor in Kyoto

### Department

Career Development Office

### Position Type

Full-time

### Report to

Director, Career Development Office

### Location

Kyoto (Fujinomori station); hybrid-remote flexibility available

### Work Hours

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

### Visa Requirement

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

### Salary & benefit

Salary commensurate with experience, plus transportation.

Eleven (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, an approximately two-week 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

The Career Development Office at TUJ aims to help develop undergraduate students' abilities to find the best career path before they graduate. The office provides career advising, seminars on job-hunting strategies, and guidance on internships, resume writing, and interviewing techniques. Each student is given comprehensive support to assist in their job hunting and career development.

The Career Advisor will support students in connecting to internship opportunities and full-time jobs after graduation. The advisor will be responsible for managing the Kyoto-based undergraduate internship program, which is one of the flagship initiatives of the university.

The person who takes this position is based in Kyoto to provide hands-on support at the new campus; however, the work will be focused on supporting all TUJ students.

Please see <https://www.tuj.ac.jp/career-support> for more details.

### Primary responsibilities

- Assist in organizing and executing the TUJ internship program in Kyoto and Tokyo in collaboration with Undergraduate Internship Program Coordinator in Tokyo
  - Maintain, expand and develop relations with internship sponsors, with a particular focus on Kyoto
  - Strategically recruit new internship organizations in Kyoto and Tokyo
  - Advise and assist students in finding internships in Kyoto and Tokyo
  - Manage extensive email communications with students, internship sponsors, and faculty supervisors
  - Organize and present internship information sessions in Kyoto or virtually
  - Create, edit, and maintain internship information on Canvas and the university portal
  - Monitor students to ensure they correctly complete the required procedures during the limited application period and provide guidance as needed.
  - Create and maintain careful records of internship applications, placements, and evaluations
  - Communicate with study abroad internship applicants overseas
- Provide individual career advising, particularly assisting in entry sheet editing for student's job hunting in Japan
  - Plan and prepare for career advising sessions
  - Navigate students in moving forward with their career search
  - Assist with application reviews, entry sheet editing, and mock interviews in Japanese and English
  - Maintain advising records

- Assist with other tasks of the Career Development Office, as instructed by the director (support for career fairs and other events, website updates, student announcements, etc.)

### Application Process

Review of applications will begin immediately. Desired start date is July 1, 2025 or shortly thereafter.

Please apply from below link.

<https://tuj.bamboohr.com/careers/35?source=aWQ9Mg%3D%3D>

Required application materials to be submitted:

1. a cover letter,
2. resume or CV
3. contact information for two 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.

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### スキル・資格

#### Required Qualifications and Experience

- Excellent verbal and written communication skills in English and Japanese
- Ability to accurately edit entry sheets written by native Japanese students
- Minimum three years' work experience in a business environment
- Ability to effectively cultivate relationships with a diverse group of students and various constituencies including students, alumni, faculty, staff, and external stakeholders
- Professional and responsive in email/phone communication
- Student-centered approach to career advising
- Strong PC (Word, Excel, PowerPoint) and database skills and the ability to quickly learn new software and programs
- Ability to be detailed oriented, meet tight deadlines, and manage multiple responsibilities
- Strong interpersonal skills, well organized, flexible, and a good team player

#### Preferred Qualifications and Experience

- Project/program management experience
- Experience in career coaching on resume writing, interview preparation, career exploration, goal setting, and job search strategies
- Experience presenting to large and small groups virtually and in person with a high degree of engagement
- Working knowledge of Japan's new graduate job hunting system and strategies
- Familiarity with employers in Kyoto and the Kansai region

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### 会社説明