

Ritsumeikan Asia Pacific University Counseling Room  
Proposal for Counselor (Part-time Staff) Recruitment Requirements

1. Hiring category: Counselor (Part-time Staff)
2. Number of positions available: Several positions
3. Qualifications:
  - (1) Possesses a clinical psychologist qualification (Foundation of the Japanese Certification Board for Clinical Psychologists) and has three years or more experience  
(Applicants with practical experience providing student support are desirable)
  - (2) Applicants who are able to provide counseling in Japanese and English
4. Job description:
  - (1) Individual psychological counseling for students (undergraduates and graduate students including international students)
  - (2) Coordination with relevant campus departments as well as faculty and staff members (consultation, attending meetings, etc.)
  - (3) All administrative matters relating to student counseling
5. Employment period: April 1, 2019 to September 30, 2019  
\*May be renewed up to a total of five years.
6. Employment conditions:
  - (1) Workplace  
Ritsumeikan Asia Pacific University
  - (2) Number of working days and hours  
One to two days a week from 10:00 to 16:30 (including a one hour break), working days are negotiable
  - (3) Salary  
According to university regulations.
  - (4) Transportation expenses  
Disbursement (negotiable)
  - (5) Other  
The age limit according to university regulations shall be set as the upper limit.

No enrollment in social insurance.

7. Application materials:

\*Please prepare all application materials in Japanese.

- (1) Resume (hand-written, any format, attach photo)
- (2) Personal Statement (one A4 sheet, any format)
- (3) Work history (any format)
- (4) Copy of the registration certificate for the clinical psychologist qualification
- (5) Case reports based on previous clinical experience (one A4 sheet, any format)

One example selected from difficult cases or cases where the applicant provided student counseling.

- (6) TOEIC, TOEFL or other proof of English language ability (optional).

8. Application deadline: January 16, 2019 (Wed.) (must arrive at the university by postal mail)

9. Interview:

Applicants who pass the initial document screening will be interviewed at the university on January 27 (Sun.), 2019. All expenses incurred in traveling to the interview site are the responsibility of the applicant.

10. Submit documents to:

1-1 Jūmonjibaru, Beppu-shi, Ōita-ken 874-8577  
Ritsumeikan Asia Pacific University, Student Office

\*Write “Application for the Position of Part-time Counselor” in red on the application envelope and send it by registered mail.

\* Application materials will not be returned.

11. For inquiries:

Ritsumeikan Asia Pacific University, Student Office

E-mail: apustu1@apu.ac.jp Subject: “Counselor (Part-time) Application”