

## Ritsumeikan Asia Pacific University Specialist Contract Employee Recruitment

1	Positions	Specialist Contract Employee / 契約職員(専門職)
2	Number of Vacancies	Multiple
3	Place of Employment	Ritsumeikan Asia Pacific University, Beppu City, Oita Prefecture
4	Job Description	<p>Following positions are available.</p> <p><b>A: University admissions/recruiting staff (overseas)</b></p> <ul style="list-style-type: none"> <li>• Translation and interpretation in regard to university recruiting and admissions.</li> <li>• Domestic and international business trips for the purpose of recruiting students.</li> <li>• Arrange logistics and scheduling for guests in Japan.</li> <li>• Application for student visa.</li> </ul> <p><b>B: Research and project support staff for researchers/ faculties</b></p> <ul style="list-style-type: none"> <li>• Providing interpretation and translation in regard to research support and conducting secretariat works.</li> <li>• Organizing various events.</li> <li>• Managing schedules with external editors etc.</li> </ul> <p><b>C: Off-campus study program / language education related work</b></p> <ul style="list-style-type: none"> <li>• Manage domestic and international educational programs.</li> <li>• Support incoming and outgoing students.</li> <li>• Collaboration with domestic and foreign universities etc. through overseas/domestic business trips.</li> <li>• Student advising and counseling.</li> <li>• Translation and interpretation.</li> </ul> <p><b>D: Student support staff</b></p> <ul style="list-style-type: none"> <li>• Manage student status of residence.</li> <li>• Student housing related work.</li> <li>• Student counselling.</li> <li>• Student advising at AP House (student residence).</li> <li>• Translation and interpretation.</li> </ul> <p><b>E: Administrative Staff for Business School Accreditation</b></p> <ul style="list-style-type: none"> <li>• Conduct preparatory assessments and prepare applications for international business school accreditation.</li> <li>• Prepare materials (primarily in English) for University committees and meetings working toward academic accreditation. Support University committee and meeting operations.</li> <li>• Support the management and operations of events such as international conferences at the University.</li> </ul> <p><b>F: Recruiting staff for domestic students</b></p> <ul style="list-style-type: none"> <li>• Take in guests such as high school students, teachers and parents for campus visit.</li> <li>• Support student staff.</li> <li>• Arrange university information sessions outside of campus.</li> <li>• Operate and manage website and SNS.</li> <li>• Plan and prepare PR mediums for admission.</li> </ul> <p><b>G: Graduate Academic Affairs</b></p> <ul style="list-style-type: none"> <li>• Academic affairs administration focusing on the graduate program.</li> <li>• Graduate students and faculty support.</li> <li>• Managing financial support for students.</li> </ul> <p>* Please note that all positions listed above also include general clerical work.</p>
5	Desirable Qualifications and Experience	<p>Qualifications for positions above:</p> <ul style="list-style-type: none"> <li>✓ Minimum three years of working experience.</li> <li>✓ Graduates of a four-year college or university are preferred.</li> <li>✓ Basic computer skills (e.g. word processing and spreadsheet software).</li> <li>✓ Proficiency in performing daily tasks in English (e.g. TOEIC score of 800 or higher).</li> <li>✓ If Japanese is not your native language, N2 or higher level in Japanese Language Proficiency Test (JLPT) is preferred. All nationalities are welcome to apply.</li> <li>● Individuals who have worked at APU in the past are also eligible to apply (excluding those who are directly employed by the Ritsumeikan Trust at the time of application).</li> </ul>

6	Submission of Applications	<p>Please send the following documents to the address below. Documents may be submitted in English.</p> <ol style="list-style-type: none"> <li>1. Your resume.</li> <li>2. A summary of your job history.</li> <li>3. An essay stating your motivation to apply for this job. Essays should be one A4 size sheet of paper, printed in black and white, in either Japanese or English.</li> </ol>
7	Application Deadline	<p>Applications must be received by January 18, 2019.  Successful applicants of the document screening will be called for a written test and an interview.</p>
8	Test/Interview Date	<p>Written test and interview: February 16, 2019</p> <ul style="list-style-type: none"> <li>● Travel expenses incurred for the written test and the interview shall be borne by the applicant.</li> <li>● Applicants who pass the document screening will be notified later about the test site.</li> <li>● Successful applicants must complete a health check prior to employment.</li> </ul>
9	Start Date of Employment	<p>April 1, 2019 (start date may be adjusted if necessary)</p>
10	Send Applications to	<p>HR Section, Administration Office, Ritsumeikan Asia Pacific University  1-1 Jumonjibaru, Beppu-shi, Oita-ken, JAPAN Zip code: 874-8577  Phone: +81-(0)977-78-1112 Email: apuadmin@apu.ac.jp</p>

## Outline of Employment Conditions (Specialist Contract Employee)

1	Salary, bonus, and other compensation	<p>1. Monthly Salary and Allowance</p> <p>1) Monthly Salary: 230,000 yen/month ..... 2,760,000 yen/year</p> <p>2) Commuting Allowance: 20,000 yen/month ..... 240,000 yen/year</p> <p>2. Bonus 3.0 months ..... 690,000 yen/year (When attending all working days during the calculation period)</p> <p>3. Annual Salary ..... 3,690,000 yen/year</p>
2	Contract Term	<ul style="list-style-type: none"> <li>● The initial contract term is from the employment commences until March 31, 2020 (includes one (1) month probation).</li> <li>● Contracts may be renewed for a maximum of four (4) times, upon agreement between both parties, for a one-year contract term, after completion of the initial contract term.</li> </ul>
3	Work Hours	<p>09:00-17:30 (includes a one (1) hour lunch-break)</p> <p>* Staggered working hours may occasionally be required.</p>
4	Overtime	Overtime work may be required in some cases.
5	Days off	<p>Saturdays, Sundays, public holidays, school anniversary, summer holidays, year-end &amp; new-year holidays, and recess days designated by APU.</p> <ul style="list-style-type: none"> <li>● However, there may be cases where employees are asked to work on holidays. In such cases, they will be notified one (1) week prior to the holiday they must work. Those working on a holiday must take a substitute holiday within one (1) week after the holiday worked.</li> <li>● (E.g. AY 2018) Total work days: 231 days, Summer holidays: 13 days, Year-end &amp; new-year holidays: from Dec. 28 to Jan. 5</li> </ul>
6	Leave	Paid annual leave (10 days for the first year if employment date is April 1, 2019, and will be granted in accordance with the number of years of continuous employment with the Ritsumeikan Trust.), Marriage leave and Bereavement leave, Special paid leave and Special leave. Child care and Family care leave are available.
7	Absences	In the case of absence, deductions shall be made from the monthly salary and bonus, based on the work rules.
8	Social Insurance	<p>All employees are required to join the Promotion and Mutual Aid Corporation for Private Schools of Japan (health insurance and pension plan), Employment Insurance, and Worker's Accident Compensation Insurance.</p> <p>Benefit programs are available.</p>
9	Business Trips	Business trips may be required.
10	Appointment Expenses	<p>The following only applies to those relocating from more than 80 kilometers to Beppu station.</p> <ol style="list-style-type: none"> <li>1. Moving Expenses: One-way travel expenses will be reimbursed.</li> <li>2. Moving Allowance: A lump-sum payment of 300,000 yen if relocating within Japan, or 500,000 yen if relocating from overseas (as a subsidy for expenses incurred in the relocation, such as moving expenses).</li> </ol>