Ritsumeikan Asia Pacific University Recruitment of Tokutei Shokuin

| 1 | Positions | Tokutei Shokuin / 特定職員 |
|---|--|---|
| 2 | Number of Vacancies | A Few |
| 3 | Place of Employment | Ritsumeikan Asia Pacific University, Beppu City, Oita Prefecture |
| 4 | Job Description | We are recruiting for the following position staff who are highly skilled and knowledgeable with working experience. (includes duties such as negotiation, organization, management, and general clerical work). Graduate School Staff Member Staff member in charge of student status and student support-related duties (management of student admission, graduation, and student status while enrolled; management of the student register, including the issuance of certificates; and supporting students and communicating with parents regarding the aforementioned duties) |
| 5 | Desirable Qualifications and Experience | Successful applicants should have: 1. Working experience at universities or educational institutes. 2. Proficiency in performing daily tasks in both English and Japanese. Any nationalities welcome. ·Japanese native speakers: TOEIC[®]875, TOEFL/PBT 600, or equivalent/higher English skill •English native speakers: Japanese Language Proficiency Test (JLPT) N1, or equivalent or higher Japanese skill. •For non-native Japanese/English speakers: satisfy both Japanese and English proficiency requirements. * Applicants for the Graduate School Staff Member position should possess the following experience. 1. Experience with graduate school, either as a student or faculty/staff member 2. Experience in English *Individuals who have worked at the Ritsumeikan Trust in the past, or who are directly employed by the Ritsumeikan Trust at the time of application are also eligible to apply. |
| 6 | How to Apply | Please send the following documents to the address below. <u>*Submit all documents in Japanese.</u> 1. Your resume. <u>*Email address is required.</u> 2. A summary of your job history. 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. <u>*Please clarify your native</u> / first language at the end of the essay. 4. Copy(s) of qualifications |
| 7 | Application Deadline | Applications must be received by <u>July 7, 2020.</u> Applicants who pass the document screening will be invited to the written test and first interview. |

| 8 | Test/Interview Date | Written test and first interview: July 18, 2020 The written test and first interview will be conducted <u>online</u> (no campus visit required). Applicants who pass the document screening will be notified later about the test site Final interview: July 25, 2020 The final interview will be conducted on campus. Travel expenses incurred for the written test and the interview shall be borne by the applicant. Successful applicants must complete a health check prior to employment. |
|----|-----------------------------|--|
| 9 | Start Date of Employment | September 1, 2020 |
| 10 | Send Applications to | HR Section, Administration Office, Ritsumeikan Asia Pacific University1-1 Jumonjibaru, Beppu-shi, Oita-ken, JAPANZip code: 874-8577Phone: +81-(0)977-78-1112Email: apuadmin@apu.ac.jp |

Outline of Employment Conditions (Tokutei Shokuin)

| 1 Monthly salary: 250,000 yen/month 3,000,000 yen/year Salary, homus, and other 20 Commuting allowance: 20,000 yen/month 240,000 yen/year 2 Bonus (Must meet altendance requirement) 3.0 months 150,000 yen/year 2 Bonus (Must meet altendance requirement) 3.0 months 750,000 yen/year 2 Probation period and 750,000 yen/year 3 Work Hours • Probation period: Three (3) months beginning from the date of appointment 3 Work Hours • Probation period: Three (3) months beginning from the date of appointment 4 Overtime Overtime work may be required. • 5 Days off • Staggered working hours may occasionally be required. 5 Days off • • Noterime work may be notified one (1) week prior to the holidays, langue, holidays, langue and kansimus 21 days, marring eleve and beravement teave, special holiday set the holiday within one (1) week after the holiday 6 Leave Priod annual lazev (10 days for the first year if employment date is September 1, and will be granted in accordance with the number of years of continuous employment with the Ritsmerikan Turst. Washimus 21 days, marring eleve and beravement teave, special paid leave chalt derave and persoin plani, Employment finsurance. 6 </th <th></th> <th></th> <th>1. Monthly salary and allowance</th> | | | 1. Monthly salary and allowance |
|--|----|--------------------|---|
| Salary, bonus, and other (Supplementary allowance may be paid in accordance with evaluation once every three years.) 2) Commuting allowance: 20,000 yen/month 240,000 yen/year 3) Individual research subsidy 150,000 yen/year 2) Bonus (Must meet attendance requirement) 3.0 months 750,000 yen/year 2) Bonus (Must meet attendance requirement) 3.0 months 750,000 yen/year 2) Bonus (Must meet attendance requirement) 3.0 months 750,000 yen/year 3) Mork Hours 4,140,000 yen/year 4) Probation period and Probation period: Three (3) months beginning from the date of appointment 4) Overtime Overtime work may be required in some cases. 5) Days off Overtime work may be required in some cases. 5 Days off Outerime work may be required in some case. 6 Leave Paid annual leave (10 days for the first year if employment date is September 1, and will be granted in accordance with the number of years of continuous employment with the Ristumeikan Trust. Maximum 21 days, marring leave and bereavement leave, special paid leave and special leave. Child care and family care leave is available. 6 Leave Paid annual leave (10 ays for the first year if employment date is September 1, | | | 1) Monthly salary: 250,000 yen/month 3,000,000 yen/year |
| 1 and other 3) Individual research subsidy 150,000 yen/year 1 and other 3) Individual research subsidy 750,000 yen/year 2 Bonus (Must meet attendance requirement) 3.0 months 750,000 yen/year 2 Bonus (Must meet attendance requirement) 3.0 months 750,000 yen/year 2 Probation period 4140,000 yen/year 3 Work Hours • Probation period: Three (3) months beginning from the date of appointment 3 Work Hours 09:00-17:30 (includes a one (1) hour lunch-break) * Staggered working hours may occasionally be required. 09:00-17:30 (includes a one (1) hour lunch-break) * Staggered working hours may occasionally be required. 0year holidays, sundays, subdie holiday, school anniversary, summer holidays, year-end & new-year holidays, and recess days designated by APU. 5 Days off • However, there may be cases where employees are asked to work on holidays. These working on a holiday must take a substitue holiday within one (1) week after the holiday, worked. 6 Leave Saturdays (10 days for the first year if employment date is September 1, and will be granted in accordace with the number of years of continuous employment with the Ritsumeikan Trust, Maximum 21 days), marringe leave and bereavement leave, special paid leave Child eare and family care leave is available. 7 Absences In the c | | | |
| 1 and other 3) Individual research subsidy 150,000 yen/year 1 and other 3) Individual research subsidy 750,000 yen/year 2 Bonus (Must meet attendance requirement) 3.0 months 750,000 yen/year 2 Bonus (Must meet attendance requirement) 3.0 months 750,000 yen/year 2 Probation period 4140,000 yen/year 3 Work Hours • Probation period: Three (3) months beginning from the date of appointment 3 Work Hours 09:00-17:30 (includes a one (1) hour lunch-break) * Staggered working hours may occasionally be required. 09:00-17:30 (includes a one (1) hour lunch-break) * Staggered working hours may occasionally be required. 0year holidays, sundays, subdie holiday, school anniversary, summer holidays, year-end & new-year holidays, and recess days designated by APU. 5 Days off • However, there may be cases where employees are asked to work on holidays. These working on a holiday must take a substitue holiday within one (1) week after the holiday, worked. 6 Leave Saturdays (10 days for the first year if employment date is September 1, and will be granted in accordace with the number of years of continuous employment with the Ritsumeikan Trust, Maximum 21 days), marringe leave and bereavement leave, special paid leave Child eare and family care leave is available. 7 Absences In the c | | Salary, bonus, | 2) Commuting allowance: 20,000 yen/month 240,000 yen/year |
| compensation 2. Bonus (Must meet attendance requirement) 3.0 months | 1 | | |
| 1 (If the bonus calculation period contains absence from work, or if the employment contract term does not cover the whole bonus calculation period, the bonus amount shall be reduced.) Annual salary | - | | |
| term does not cover the whole bonus calculation period, the bonus amount shall be reduced.) Annual salary 2 Probation period and Contract Term • Probation period: Three (3) months beginning from the date of appointment 3 Work Hours • Probation period: Three (3) months beginning from the date of appointment 4 Overtime 09:00-17:30 (includes a one (1) hour lunch-break) * Staggered working hours may occasionally be required. 5 Days off • Overtime work may be required in some cases. 5 Days off • However, there may be cases where employees are asked to work on holidays. In such cases, working on a holiday must take a substitute holiday within one (1) week after the holiday work. Those working on a holiday must take a substitute holiday: I3 days, year-end & new- year holidays: from Dec. 28 to Jan. 5 6 Leave Paid annual leave (10 days for the first year if employment date is September 1, and will be granted in accordance with the number of years of continuous employment with the Risumcikan Trust. Maximum 21 days), marriage Leave and bereavement leave, special paid leave and special leave. Child care and family care leave is available. 7 Absences 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. 8 Social Insurance No transfer from APU to other campuses. There may be a transfer within APU cam | | <u>r</u> | |
| Annual salary 4,140,000 yen/year 2 Probation period and Contract Term | | | |
| Probation period and Contract Term Probation period: Three (3) months beginning from the date of appointment Retirement age: 60 years old (till the end of academic year) 3 Work Hours Probation period: Three (3) months beginning from the date of appointment Retirement age: 60 years old (till the end of academic year) 3 Work Hours Probation period: Three (3) months beginning from the date of appointment Retirement age: 60 years old (till the end of academic year) 4 Overtime Overtime work may be required in some cases. Saturdays, sundays, public holidays, school anniversary, summer holidays, year-end & new-year holidays, and recess days designated by APU. However, there may be cases where employces 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 school and year end year of the cases, they are and special prior to the polytopic schools of Japa (health insurance 23 tays, summer holidays: 13 days, year-end & new-year holidays: from Dec. 28 to Jan. 5 6 Leave Paid annual leave (10 days for the first year if employment date is September 1, and will be granted in accordance with the number of years of continuous employment with the Ritsumeikan Trust. Maximum 21 days), marriage leave and becavement leave, special paid leave cas dspecial leave. Child care and family care leave is available. <td></td><td></td><td></td> | | | |
| 2 and Contract Term Probation period: Three (3) months beginning from the date of appointment Retirement age: 60 years old (till the end of academic year) 3 Work Hours Probation period: Three (3) months beginning from the date of appointment Retirement age: 60 years old (till the end of academic year) 4 Overtime Overtime work may be required in some cases. 5 Days off Overtime work 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. 6 Leave Paid annual leave (10 days for the first year if employment date is September 1, and will be granted in accordance with the number of years of continuous employment with the Ritsumeikan Trust. Maximum 21 days), marriage leave and becavement leave, special paid leave and special leave. Child care and family care leave is 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 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 Insur | | Duch stien wenie d | Annual salary |
| Contract Term • Retirement age: 60 years old (till the end of academic year) 3 Work Hours 09:00-17:30 (includes a one (1) hour lunch-break) 4 Overtime Overtime work may be required in some cases. 5 Days off Saturdays, Sundays, public holidays, school anniversary, summer holidays, year-end & new-year holidays, and recess days designated by APU. 5 Days off • 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. 6 Leave Paid annual leave (10 days for the first year if employment date is September 1, and will be granted in accordance with the number of years of continuous employment with the Ristumeixan Trust. Maximum 21 days), marriage leave and bereavement leave, special paid leave and special leave. Child care and family care leave is 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 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. 8 Business Trips Business trips may be required. 10 Transfer No transfer from APU to other campuses. | 2 | - | • Probation period: Three (3) months beginning from the date of appointment |
| 3 Work Hours 09:00-17:30 (includes a one (1) hour lunch-break) 4 Overtime 9 4 Overtime work may be required in some cases. 5 Days off Saturdays, Sundays, public holidays, school anniversary, summer holidays, year-end & new-year holidays, and recess days designated by APU. 5 Days off 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. 6 Leave Paid annual leave (10 days for the first year if employment date is September 1, and will be granted in accordance with the number of years of continuous employment with the Ritsumeikan Trust. Maximum 21 days), marriage leave and bereavement leave, special paid leave and special leave. Child care and family care leave is 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 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. 8 Business Trips Business trips may be required. 10 Transfer No transfer from APU to other campuses. There may be a transfer within APU | 2 | | • Retirement age: 60 years old (till the end of academic year) |
| 3 Work Hours * Staggered working hours may occasionally be required. 4 Overtime Overtime work may be required in some cases. 5 Days off Saturdays, Sundays, public holidays, school anniversary, summer holidays, year-end & new-year holidays, and recess days designated by APU. 5 Days off • 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. 6 Leave Paid annual leave (10 days for the first year if employment date is September 1, and will be granted in accordance with the number of years of continuous employment with the Ritsumeikan Trust. Maximum 21 days), marriage leave and bereavement leave, special paid leave and special leave. Child care and family care leave is 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 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. 9 Business Trips Business trips may be required. 10 Transfer There may be a transfer within APU campus in the future. 11 Appointment Expenses: There following only | | Contract Term | 00,00,17,20 (includes a one (1) hour bunch break) |
| 4 Overtime Overtime work may be required in some cases. 5 Days off Saturdays, Sundays, public holidays, school anniversary, summer holidays, year-end & new-year holidays, and recess days designated by APU. 5 Days off • 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. 6 Leave Paid annual leave (10 days for the first year if employment date is September 1, and will be granted in accordance with the number of years of continuous employment with the Ritsumeikan Trust. Maximum 21 days), marriage leave and bereavement leave, special paid leave and special leave. Child care and family care leave is 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 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. 9 Business Trips Business trips may be required. 11 Appointment Expenses: One-way travel expenses will be reinbursed. 1. Moving Expenses: One-way travel expenses will be reinbursed. 12 Other The campus at Ritsumeikan Asia Pacific University is smoke-fre | 3 | Work Hours | |
| 5 Days off Saturdays, Sundays, public holidays, school anniversary, summer holidays, year-end & new-year holidays, and recess days designated by APU. 5 Days off 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. 6 Leave Paid annual leave (10 days for the first year if employment date is September 1, and will be granted in accordance with the number of years of continuous employment with the Ritsumeikan Trust. Maximum 21 days), marriage leave and bereavement leave, special paid leave and special leave. Child care and family care leave is 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 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. 9 Business Trips Business trips may be required. 10 Transfer The following only applies to those relocating from more than 80 kilometers to Beppu station. 11 Appointment Expenses Other The campus at Ritsumeikan Asia Pacific University is smoke-free. There are no smoking areas | 1 | Overtime | |
| 5pays offyear holidays, and recess days designated by APU.5Days offHowever, 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.6LeavePaid annual leave (10 days for the first year if employment date is September 1, and will be granted in accordance with the number of years of continuous employment with the Ritsumeikan Trust. Maximum 21 days), marriage leave and bereavement leave, special paid leave and special leave. Child care and family care leave is available.7AbsencesIn the case of absence, deductions shall be made from the monthly salary and bonus, based on the work rules.8Social InsuranceAll employees are required to join the Promotion and Mutual Aid Corporation for Private Schools of Japan (health insurance. Benefit programs are available.9Business TripsBusiness trips may be required.10TransferNo transfer from APU to other campuses. There may be a transfer within APU campus in the future.11Appointment Expenses1. Moving Expenses: One-way travel expenses will be reimbursed.12OtherThe campus at Ritsumeikan Asia Pacific University is smoke-free. There are no smoking areas | 4 | Overtime | |
| 5Days off• 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.6LeavePaid annual leave (10 days for the first year if employment date is September 1, and will be granted in accordance with the number of years of continuous employment with the Ritsumeikan Trust. Maximum 21 days), marriage leave and bereavement leave, special paid leave and special leave. Child care and family care leave is available.7AbsencesIn the case of absence, deductions shall be made from the monthly salary and bonus, based on the work rules.8Social InsuranceAll 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.9Business TripsBusiness trips may be required.10TransferNo transfer from APU to other campuses. There may be a transfer within APU campus in the future.11Appointment Expenses1. Moving Expenses: One-way travel expenses will be reimbursed.12OtherThe campus at Ritsumeikan Asia Pacific University is smoke-free. There are no smoking areas | | | |
| 3 Days on working on a holiday must take a substitute holiday within one (1) week after the holiday worked. 6 (E.g. AY 2019) Total work days: 232 days, summer holidays: 13 days, year-end & new-year holidays: from Dec. 28 to Jan. 5 6 Leave Paid annual leave (10 days for the first year if employment date is September 1, and will be granted in accordance with the number of years of continuous employment with the Ritsumeikan Trust. Maximum 21 days), marriage leave and bereavement leave, special paid leave and special leave. Child care and family care leave is 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 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. 9 Business Trips Business trips may be required. 10 Transfer No transfer from APU to other campuses. 11 Appointment Expenses The following only applies to those relocating from more than 80 kilometers to Beppu station. 11 Appointment Expenses Other The campus at Ritsumeikan Asia Pacific University is smoke-free. There are no smoking areas | | | |
| worked. • (E.g. AY 2019) Total work days: 232 days, summer holidays: 13 days, year-end & new-year holidays: from Dec. 28 to Jan. 5 6 Leave Paid annual leave (10 days for the first year if employment date is September 1, and will be granted in accordance with the number of years of continuous employment with the Ritsumeikan Trust. Maximum 21 days), marriage leave and bereavement leave, special paid leave and special leave. Child care and family care leave is 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 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. Benefit programs are available. 9 Business Trips Business trips may be required. 10 Transfer No transfer from APU to other campuses. There may be a transfer within APU campus in the future. 11 Appointment Expenses 1. Moving Expenses: One-way travel expenses will be reimbursed. 11 Appointment Expenses 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). 12 Other The campus at Ritsumeikan Asia Pacific University is smoke-free. There are no smoking areas | 5 | Days off | |
| • (E.g. AY 2019) Total work days: 232 days, summer holidays: 13 days, year-end & new-year holidays: from Dec. 28 to Jan. 56LeavePaid annual leave (10 days for the first year if employment date is September 1, and will be granted in accordance with the number of years of continuous employment with the Ritsumeikan Trust. Maximum 21 days), marriage leave and bereavement leave, special paid leave and special leave. Child care and family care leave is available.7AbsencesIn the case of absence, deductions shall be made from the monthly salary and bonus, based on the work rules.8Social InsuranceAll 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. Benefit programs are available.9Business TripsBusiness trips may be required.10TransferNo transfer from APU to other campuses. There may be a transfer within APU campus in the future.11Appointment ExpensesThe following only applies to those relocating from more than 80 kilometers to Beppu station. 1. Moving Expenses: One-way travel expenses will be reimbursed.12OtherThe campus at Ritsumeikan Asia Pacific University is smoke-free. There are no smoking areas | | | |
| 6Paid annual leave (10 days for the first year if employment date is September 1, and will be granted in accordance with the number of years of continuous employment with the Ritsumeikan Trust. Maximum 21 days), marriage leave and bereavement leave, special paid leave and special leave. Child care and family care leave is available.7AbsencesIn the case of absence, deductions shall be made from the monthly salary and bonus, based on the work rules.8Social InsuranceAll 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. Benefit programs are available.9Business TripsBusiness trips may be required.10TransferNo transfer from APU to other campuses. There may be a transfer within APU campus in the future.11Appointment Expenses1. Moving Expenses: One-way travel expenses will be reimbursed. 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).12OtherThe campus at Ritsumeikan Asia Pacific University is smoke-free. There are no smoking areas | | | |
| 6Leavegranted in accordance with the number of years of continuous employment with the Ritsumeikan Trust. Maximum 21 days), marriage leave and bereavement leave, special paid leave and special leave. Child care and family care leave is available.7AbsencesIn the case of absence, deductions shall be made from the monthly salary and bonus, based on the work rules.8Social InsuranceAll 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. Benefit programs are available.9Business TripsBusiness trips may be required.10TransferNo transfer from APU to other campuses. There may be a transfer within APU campus in the future.11Appointment Expenses1. Moving Expenses: One-way travel expenses will be reimbursed.2OtherThe campus at Ritsumeikan Asia Pacific University is smoke-free. There are no smoking areas | | | year holidays: from Dec. 28 to Jan. 5 |
| 6 Leave Ritsumeikan Trust. Maximum 21 days), marriage leave and bereavement leave, special paid leave and special leave. Child care and family care leave is 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 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. 9 Business Trips Business trips may be required. 10 Transfer No transfer from APU to other campuses. 11 Appointment The following only applies to those relocating from more than 80 kilometers to Beppu station. 11 Moving Expenses: One-way travel expenses will be reimbursed. 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). 12 Other The campus at Ritsumeikan Asia Pacific University is smoke-free. There are no smoking areas | | Leave | |
| In the case of absence, deductions shall be made from the monthly salary and bonus, based on the work rules.7AbsencesIn the case of absence, deductions shall be made from the monthly salary and bonus, based on the work rules.8Social InsuranceAll 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. Benefit programs are available.9Business TripsBusiness trips may be required.10TransferNo transfer from APU to other campuses. There may be a transfer within APU campus in the future.11Appointment ExpensesThe following only applies to those relocating from more than 80 kilometers to Beppu station. 1. Moving Expenses: One-way travel expenses will be reimbursed. 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).12OtherThe campus at Ritsumeikan Asia Pacific University is smoke-free. There are no smoking areas | 6 | | |
| 7Absencesthe work rules.8Social InsuranceAll 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. Benefit programs are available.9Business TripsBusiness trips may be required.10TransferNo transfer from APU to other campuses. There may be a transfer within APU campus in the future.11Appointment ExpensesThe following only applies to those relocating from more than 80 kilometers to Beppu station. 1. Moving Expenses: One-way travel expenses will be reimbursed.12OtherThe campus at Ritsumeikan Asia Pacific University is smoke-free. There are no smoking areas | | | |
| InterviewInterview8Social InsuranceAll 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. Benefit programs are available.9Business TripsBusiness trips may be required.10TransferNo transfer from APU to other campuses. There may be a transfer within APU campus in the future.11Appointment ExpensesThe following only applies to those relocating from more than 80 kilometers to Beppu station. 1. Moving Expenses: One-way travel expenses will be reimbursed. 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).12OtherThe campus at Ritsumeikan Asia Pacific University is smoke-free. There are no smoking areas | 7 | Absences | |
| 8Social InsuranceSchools of Japan (health insurance and pension plan), Employment Insurance, and Worker's Accident Compensation Insurance. Benefit programs are available.9Business TripsBusiness trips may be required.10TransferNo transfer from APU to other campuses. There may be a transfer within APU campus in the future.11Appointment ExpensesThe following only applies to those relocating from more than 80 kilometers to Beppu station.11.Moving Expenses: One-way travel expenses will be reimbursed.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).12OtherThe campus at Ritsumeikan Asia Pacific University is smoke-free. There are no smoking areas | | | |
| 8 Social Insurance Accident Compensation Insurance. Benefit programs are available. 9 Business Trips Business trips may be required. 10 Transfer No transfer from APU to other campuses. There may be a transfer within APU campus in the future. 11 Appointment Expenses The following only applies to those relocating from more than 80 kilometers to Beppu station. 11 Moving Expenses: One-way travel expenses will be reimbursed. 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). 12 Other The campus at Ritsumeikan Asia Pacific University is smoke-free. There are no smoking areas | | | |
| 9 Business Trips Business trips may be required. 10 Transfer No transfer from APU to other campuses. There may be a transfer within APU campus in the future. 11 Appointment Expenses The following only applies to those relocating from more than 80 kilometers to Beppu station. 11 Moving Expenses: One-way travel expenses will be reimbursed. Noving 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). 12 Other The campus at Ritsumeikan Asia Pacific University is smoke-free. There are no smoking areas | 8 | Social Insurance | |
| 10TransferNo transfer from APU to other campuses. There may be a transfer within APU campus in the future.11Appointment ExpensesThe following only applies to those relocating from more than 80 kilometers to Beppu station. 1. Moving Expenses: One-way travel expenses will be reimbursed. 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).12OtherThe campus at Ritsumeikan Asia Pacific University is smoke-free. There are no smoking areas | | | Benefit programs are available. |
| 10TransferThere may be a transfer within APU campus in the future.11Appointment ExpensesThe following only applies to those relocating from more than 80 kilometers to Beppu station.11Appointment Expenses1. Moving Expenses: One-way travel expenses will be reimbursed.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).12OtherThe campus at Ritsumeikan Asia Pacific University is smoke-free. There are no smoking areas | 9 | Business Trips | Business trips may be required. |
| Image: 11There may be a transfer within APU campus in the future.11Appointment ExpensesThe following only applies to those relocating from more than 80 kilometers to Beppu station.1.Moving Expenses: One-way travel expenses will be reimbursed.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).12OtherThe campus at Ritsumeikan Asia Pacific University is smoke-free. There are no smoking areas | 10 | Transfer | No transfer from APU to other campuses. |
| 11 Appointment 11 Expenses 11 Moving Expenses: One-way travel expenses will be reimbursed. 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). 12 Other 12 Other | 10 | | There may be a transfer within APU campus in the future. |
| 11 Appointment 11 Expenses 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). 12 Other 12 The campus at Ritsumeikan Asia Pacific University is smoke-free. There are no smoking areas | | | The following only applies to those relocating from more than 80 kilometers to Beppu station. |
| 11 Expenses 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). 12 Other The campus at Ritsumeikan Asia Pacific University is smoke-free. There are no smoking areas | | | |
| 12 S00,000 yen if relocating from overseas (as a subsidy for expenses incurred in the relocation, such as moving expenses). 12 Other The campus at Ritsumeikan Asia Pacific University is smoke-free. There are no smoking areas | 11 | | |
| Other The campus at Ritsumeikan Asia Pacific University is smoke-free. There are no smoking areas | | | |
| 12 The campus at Kitsumerkan Asia Facilite Oniversity is shoke-nee. There are no shoking areas | | | relocation, such as moving expenses). |
| Information on campus. | 12 | | |
| · · · · | | Information | on campus. |