

Ritsumeikan Asia Pacific University Recruitment of *Tokutei Shokuin*

1	Positions	<i>Tokutei Shokuin</i> / 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	<p>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).</p> <ul style="list-style-type: none"> • <u>Graduate School Staff Member</u> • <u>Staff member in charge of student status and student support-related duties</u> (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	<p>Successful applicants should have:</p> <ol style="list-style-type: none"> 1. Working experience at universities or educational institutes. 2. Proficiency in performing daily tasks in both English and Japanese. Any nationalities welcome. <ul style="list-style-type: none"> • 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. <p>* Applicants for the Graduate School Staff Member position should possess the following experience.</p> <ol style="list-style-type: none"> 1. Experience with graduate school, either as a student or faculty/staff member 2. Experience working in academic support 3. Practical experience in English <p>*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.</p>
6	How to Apply	<p>Please send the following documents to the address below. <u>*Submit all documents in Japanese.</u></p> <ol style="list-style-type: none"> 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	<p>Applications must be received by <u>July 7, 2020.</u></p> <p>Applicants who pass the document screening will be invited to the written test and first interview.</p>

8	Test/Interview Date	<p>1. Written test and first interview: <u>July 18, 2020</u></p> <ul style="list-style-type: none"> • The written test and first interview will be conducted online (no campus visit required). • Applicants who pass the document screening will be notified later about the test site <p>2. Final interview: <u>July 25, 2020</u></p> <ul style="list-style-type: none"> • 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	<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 (*Tokutei Shokuin*)

1	Salary, bonus, and other compensation	<p>1. Monthly salary and allowance</p> <p>1) Monthly salary: 250,000 yen/month 3,000,000 yen/year (Supplementary allowance may be paid in accordance with evaluation once every three years.)</p> <p>2) Commuting allowance: 20,000 yen/month 240,000 yen/year</p> <p>3) Individual research subsidy 150,000 yen/year</p> <p>2. Bonus (Must meet attendance requirement) 3.0 months 750,000 yen/year (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.)</p> <p>Annual salary 4,140,000 yen/year</p>
2	Probation period and Contract Term	<ul style="list-style-type: none"> ● 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	<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 & new-year holidays, and recess days designated by APU.</p> <ul style="list-style-type: none"> ● 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. ● (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	<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	Transfer	<p>No transfer from APU to other campuses.</p> <p>There may be a transfer within APU campus in the future.</p>
11	Appointment Expenses	<p>The following only applies to those relocating from more than 80 kilometers to Beppu station.</p> <p>1. Moving Expenses: One-way travel expenses will be reimbursed.</p> <p>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).</p>
12	Other Information	The campus at Ritsumeikan Asia Pacific University is smoke-free. There are no smoking areas on campus.