

Ritsumeikan Asia Pacific University Specialist Contract Employee Recruitment

1	Positions	Specialist Contract Employee / 契約職員(専門職)
2	Number of Vacancies	About 12
3	Place of Employment	Ritsumeikan Asia Pacific University, Beppu City, Oita Prefecture
4	Job Description	<p>Following positions are available. <u>*The university will determine the office of assignment after employment, based on the applicant's aptitude and other factors.</u></p> <p><u>A: Academic Office</u> General Educational and Research Support</p> <ul style="list-style-type: none"> • Primarily related to the Center for Language Education Center and the Educational Development and Learning Support Center • Support for University-Wide Education • Translation of meeting materials, interpretation during meetings, assistance with the planning and management of various educational programs • Handling Inquiries via Phone, Email, SNS, and In-Person Consultations(in both Japanese and English) • Meeting Minutes Preparation • Other General Administrative Tasks(including translation and interpretation) <p><u>B: College Office</u> Duties related to Academic Affairs</p> <ul style="list-style-type: none"> • Supporting the administration of the colleges and graduate schools (e.g. make documents for meetings with Dean and Associate Deans, holding pre-meetings with them / planning and implementing educational programs of colleges and graduate schools) • Education and research support for international graduate students (purchase of goods, research support, etc.) • Maintain university websites, SNS, etc.. • Respond to telephone, e-mail, and social media inquiries, and inquiries at the office counter (J/E) • Take meeting minutes • Perform other general administrative duties (including translation and interpreting) and duties based on instructions from the manager <p><u>C: Office of International Admissions</u> International Admissions (Recruitment and Screening)</p> <ul style="list-style-type: none"> • Support for applicants, accepted students, and prospective students wishing to study at our university (primarily conducted in English) • Recruit and screening undergraduate and graduate students to intake from over 100 countries and regions • Creating admissions promotional materials and handbook • Digital marketing • Perform administrative duties such as managing and updating information by using the international student recruitment and screening application (i.e., Slate application and Salesforce event planner) • Negotiate and coordinate with Japanese and foreign government agencies, companies, and educational institutions • Market research on international students abroad, and participation in various fairs for prospective

international students held domestically and internationally (in-person / online)

- Networking with alumni
- Translation and interpretation
- Respond to telephone and e-mail inquiries
- Perform any other duties based on instructions from the manager

D: Office of Domestic Admissions Recruiting staff for domestic students

- Recruitment of Japanese domestic students: Visiting and building relationships with high schools, cram schools, and other institutions, mainly in Japan; holding information sessions for prospective students, parents, and teachers; conducting interviews, etc.
- Planning and operation of events on campus, etc.: Planning and operation of events such as Open Campus, Management of student staff, guidance, etc..
- Screening of entrance examinations: Screening of documents and conducting interviews for entrance examinations
- Japanese and English translation works

E: Office of Institutional Planning University Public Relations

- Media relations: Collect information from other offices in the university, write press releases, provide information to media outlets and propose press coverage opportunities, arrange interviews with the press, edit articles, provide Japanese-English consecutive interpreting for interviews
- Communication with stakeholders via the university homepage, social media, and e-mail newsletter: Arrange interviews, write articles, translate and proofread articles (E→J or J→E), publish posts, handle inquiries, hold live stream events
- Take and edit photographs and videos (be able to operate single-lens reflex cameras and auxiliary equipment)
- Perform other general administrative duties and duties based on instructions from the manager

F: Student Office AP House Administration and Dormitory Resident Support

- Assist with the management of AP House
- Train, support, and assess AP House Resident Assistants (RAs)
- Train and instruct dormitory residents based on AP House's role as an educational dormitory
- Liaise and coordinate with parents
- Liaise and coordinate between AP House and relevant divisions
- Provide translation, interpreting and administrative work for AP House-related duties

G: Outreach Research Office

Duties related to Off-campus Study Programs (Domestic and Overseas)

- Adjustment of the content of new or continuing agreements with overseas partner universities, negotiation and correspondence regarding agreements with foreign universities.
- Administer domestic and overseas educational programs
- Handle student dispatch and intake
- Cooperate with Japanese and foreign universities (may involve official trips overseas)

		<ul style="list-style-type: none"> • Handle student consultations • Provide interpreting and translate documents • Compose e-mails, pamphlets, handbooks, posters, and other documents in English or Japanese • Handle other general administrative duties, inquiries at the office counter, and other related duties <p>Research support</p> <ul style="list-style-type: none"> • Administrative work and public relations work related to the Research Center (sending out e-mails and websites, creating flyers and posters, etc.) • Administrative work related to the management of academic conferences, lectures, etc., and editing of academic journals. • Translation, interpretation, and administrative work related to research support • Liaison and coordination with internal and external parties, etc. <p>Alumni Affairs</p> <ul style="list-style-type: none"> • Plan and implement educational programs for alumni • Build and manage a new alumni database system as user • Plan and implement various programs and events for alumni • Secretariat duties for APU Alumni Association • Perform other general administrative duties and duties based on instructions from the manager <p>* All positions include general administrative duties and other related duties</p>
5	Desirable Qualifications and Experience	<p>Qualifications for positions above:</p> <ul style="list-style-type: none"> ✓ Must possess at least three years of professional experience or equivalent experience. * Excluding part-time work experience during university. ✓ Graduates of a four-year college or university are preferred. ✓ Basic computer skills (e.g. word processing and spreadsheet software). ✓ Proficiency in performing daily tasks in English (e.g. TOEIC score of 800 or higher). ✓ 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. <p>*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).</p>
6	Submission of Applications	<p>Please submit the following three documents by post or e-mail. Documents may be submitted in English.</p> <ol style="list-style-type: none"> 1. Your resume (<u>An email address must be included.</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.
7	Application Deadline	<p>Applications must be received by <u>January 13, 2025.</u> 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: <u>January 27 – February 14, 2025.</u> <u>*Interview schedule will be arranged individually</u></p> <ul style="list-style-type: none"> ● The result of the document screening will be notified by January 22, 2025 via email. ● The written test and interview will be conducted <u>online.</u> (Applicants do not need to come to campus for the test and interview) ● The details for the written test and interview will be notified to the applicants who have passed the document screening. ● Successful applicants must complete a health check prior to employment.

9	Start Date of Employment	After April 1, 2025 (start date may be adjusted if necessary)
10	Others	<p>Those who has Mental or Physical Disabilities</p> <p>In order to further promote diversity and inclusion, Ritsumeikan has established the "Guidelines for Providing Reasonable Accommodations to Ritsumeikan University Educational Corporation Faculty and Staff" and when a faculty member with a disability expresses a need for reasonable accommodation, the Ritsumeikan Diversity and Inclusion Office takes the lead, The Ritsumeikan Diversity and Inclusion Promotion Office takes the lead in considering the content of reasonable accommodation to be provided on an individual basis based on the needs of the individual. If you require reasonable accommodation for your application, please contact us by January 13, 2025 at the address below. The "Guidelines for the Provision of Reasonable Accommodations to Ritsumeikan University Educational Corporation Faculty and Staff" can be found at the following link.</p> <p><Ritsumeikan University Educational Corporation Diversity & Inclusion website>*Japanese only</p> <p>https://www.ritsumeikan-trust.jp/diversity/</p>
11	Send Applications to	<p>HR and General Affairs, Office of Institutional Planning, Ritsumeikan Asia Pacific University</p> <p>1-1 Jumonjibaru, Beppu-shi, Oita-ken, JAPAN Zip code: 874-8577</p> <p>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: 240,000 yen/month 2,880,000 yen/year</p> <p>2) Commuting Allowance: 22,500 yen/month 270,000 yen/year</p> <p>2. Bonus 3.0 months 720,000 yen/year (When attending all working days during the calculation period)</p> <p>3. Annual Salary 3,870,000 yen/year</p>
2	Contract Term	<ul style="list-style-type: none"> ● The initial contract term is from the employment commences until March 31, 2026 (includes one (1) month probation). ● 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. (Maximum period: Until March 31, 2030) ● <u>Those who hired on April 1, the first year's contract period will be from April 1, 2025 to March 31, 2026.</u>
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 2024) Total work days: 231 days *Leap year, Summer holidays: 17 days, Year-end & new-year holidays: from Dec. 28 to Jan. 5
6	Leave	<p>Paid annual leave (10 days for the first year if employment date is April 1, 2025, 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 (Nursing leave, Caregiving leave, Non-work-related injury or illness leave, Work-life balance leave etc.) and Special leave (maternity leave).</p> <p>Child care and Family care leave are available.</p>
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"> 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).
11	Others	The campus at Ritsumeikan Asia Pacific University is smoke-free. There are no smoking areas on campus.