

## Ritsumeikan Asia Pacific University Specialist Contract Employee Recruitment

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| 1 | Positions                               | Specialist Contract Employee / 契約職員(専門職)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 2 | Number of Vacancies                     | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 3 | Place of Employment                     | Ritsumeikan Asia Pacific University, Beppu City, Oita Prefecture                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 4 | Job Description                         | <p>Following positions are available.</p> <p>* All positions include general administrative duties and other related duties</p> <p><b>* <u>The university will determine the office of assignment after employment, based on the applicant's aptitude and other factors.</u></b></p> <p><b><u>A: Student Office: Student Support and Residential Education at AP House</u></b></p> <ul style="list-style-type: none"> <li>• Provide consultation and support to AP House residents regarding daily life, adjustment, interpersonal relationships, and other student-life matters, and connect students with appropriate support services when necessary.</li> <li>• Promote communication and community building among students in a multicultural and multilingual residential environment.</li> <li>• Provide training, guidance, and ongoing support for Resident Assistants (RAs) and other student staff.</li> <li>• Plan, implement, and evaluate residential education programs and activities that foster student autonomy, intercultural understanding, and engagement.</li> <li>• Support students with matters related to move-in/move-out procedures, facility use, residential rules, and other AP House operations.</li> <li>• Provide initial responses to emergencies and critical incidents involving students, including accidents, illnesses, and other serious situations, and coordinate with relevant internal and external organizations.</li> <li>• Collaborate with counselors, public health nurses, university offices, and other relevant professionals to strengthen the student support system.</li> <li>• Analyze issues, develop initiatives, and implement improvements related to student support and residential education at AP House.</li> <li>• Perform other duties related to AP House operations and student support.</li> </ul> <p><b><u>B: Office of International Admissions: International Admissions (Student Recruitment / Application Screening)</u></b></p> <p>Actual Assignments will be determined based on the applicant's qualifications and aptitude from among the responsibilities listed below. Please note that a certain level of English proficiency is required for all positions.</p> <ul style="list-style-type: none"> <li>- International student recruitment activities (e.g., overseas recruitment trips, webinars, and individual counseling sessions)</li> <li>- Admissions marketing and public relations activities (including digital marketing)</li> <li>- Screening of international student applications</li> <li>- Other duties (e.g., translation, interpretation, and general administrative work etc.)</li> </ul> |
| 5 | Desirable Qualifications and Experience | <p>Qualifications for positions above:</p> <ul style="list-style-type: none"> <li>✓ Must possess at least three years of professional experience or equivalent experience.</li> <li>* Excluding part-time work experience during university.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|    |                                | <ul style="list-style-type: none"> <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> </ul> <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"> <li>1. Your resume (An email address must be included).</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> <p>Please include your preference regarding roles (A~E) and interview format (in-person or online).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 7  | Application Deadline           | <p>Applications must be received by <b><u>September 18, 2026.</u></b></p> <p>Applicants who successfully pass the document screening will be called for a written test and an interview.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 8  | Test/Interview Date            | <p>Written test and interview: <b><u>October 6 – October 8, 2026.</u></b></p> <p><b><u>*Interview schedule will be arranged individually</u></b></p> <ul style="list-style-type: none"> <li>● The result of the document screening will be notified by September 29, 2026 via email.</li> <li>● The written test and interview will be conducted <b><u>in person or online.</u></b></li> <li>● The details for the written test and interview will be notified to the applicants who have passed the document screening.</li> <li>● Successful applicants must complete a health check prior to employment.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 9  | Start Date of Employment       | <b>December 1, 2026</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 10 | Other                          | <p>Those with 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 September 18, 2026 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>&lt;Ritsumeikan University Educational Corporation Diversity &amp; Inclusion website&gt;*Japanese only</p> <p><a href="https://www.ritsumeikan-trust.jp/diversity/">https://www.ritsumeikan-trust.jp/diversity/</a></p> |
| 11 | Send Applications/Inquiries 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)

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| 1 | Salary, bonus, and other compensation | <ol style="list-style-type: none"> <li>1. Monthly Salary and Allowance <ol style="list-style-type: none"> <li>1) Monthly Salary: 240,000 yen/month ..... 2,880,000 yen/year</li> <li>2) Commuting Allowance: 22,500 yen/month ..... 270,000 yen/year</li> </ol> </li> <li>2. Bonus: 3.0 months ..... 720,000 yen/year</li> </ol> <p>(When attending all working days during the calculation period)</p> <ol style="list-style-type: none"> <li>3. Annual Salary ..... 3,870,000 yen/year</li> </ol> <p>*Note: No bonus will be paid in the first year of employment for employees hired on December 1.</p> |
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| 2  | Contract Term        | <ul style="list-style-type: none"> <li>● December 1, 2026 - March 31, 2027 (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. (Maximum period: Until March 31, 2031)</li> </ul>                                                                                                                                                                                                                                                                                     |
| 3  | Work Hours           | 09:00-17:30 (includes a one (1) hour lunch-break)<br>* 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. <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 2025) Total work days: 231 days, Total days off: 134 days, Summer holidays: 14 days, Year-end &amp; New Year holidays: from Dec. 28 to Jan. 5</li> </ul> |
| 6  | Leave                | <b>Paid Annual Leave:</b> 4 days in the first year and 11 days in the second year for employees hired on December 1, 2026; thereafter granted according to years of continuous service 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).<br>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     | 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.<br>Benefit programs are available.                                                                                                                                                                                                                                                                                                                                                                                        |
| 9  | Business Trips       | Business trips may be required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 10 | Appointment Expenses | The following only applies to those relocating from more than 80 kilometers to Beppu station. <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>                                                                                                                                                                                                     |
| 11 | Others               | The campus at Ritsumeikan Asia Pacific University is smoke-free. There are no smoking areas on campus.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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