

Ritsumeikan Asia Pacific University Specialist Contract Employee Recruitment

1	Positions	Specialist Contract Employee / 契約職員(専門職)
2	Number of Vacancies	5
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>* <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: Student Office: Scholarship Operations and Support</u></p> <ul style="list-style-type: none"> • Coordinating scholarship application recruitment, selection and results, as well as student chaperoning (including business trips). • Conducting orientation and guidance sessions for scholarship recipients • Student support and data entry • Updating records, processing invoices and producing reports to scholarship organizations • Student support via phone, email, social media, and the front desk in English and Japanese • General administration duties and tasks assigned by a supervisor <p><u>B: Student Office: Career Support</u></p> <ul style="list-style-type: none"> • Planning and managing career education programs for undergraduates and graduate students • Assisting students aiming to work in the private sector, pursue graduate school, or join international organizations • Providing student consultations (in English and Japanese) and conducting guidance sessions • Coordinating and hosting domestic and international organizations and guests • Managing the website and social media platforms • Translation including documents, e-mails and website materials, English proofreading and interpreting duties • Other duties including general office tasks and front-desk inquiries <p><u>C: Student Office: AP House Administration and Dormitory Resident Support</u></p> <ul style="list-style-type: none"> • 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 <p><u>D: College Office: International Accreditation, Duties related to Academic Affairs</u></p> <ul style="list-style-type: none"> • Acquisition and maintenance of international accreditation for business schools (AACSB, AMBA, and EQUIS) (participation in regular meetings, writing reports, etc.) • Participation in various conferences for international accreditation held domestically and

		<p>internationally (in-person/online)</p> <ul style="list-style-type: none"> • Supporting the administration of the colleges and graduate schools • Responding to phone calls, e-mails, and inquiries at the office counter (J/E) • Perform other general administrative duties (including translation and interpreting) and duties based on instructions from the manager <p><u>E: Office of Institutional Planning: Human Resources, Salary and Welfare related Duties</u></p> <ul style="list-style-type: none"> • Faculty member-related HR duties: issuing contracts, visa applications, personnel system data entry, responding to inquiries from incoming faculty members, etc. • Social insurance-related duties: data entry and management, sorting and distribution of materials, preparation and submission of applications, etc. • Tax affairs-related duties: Year-End Tax Adjustment related duties, etc. • Translation and interpreting duties • Responding to in-person and phone inquiries, etc. • Other general duties, etc.
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 (An email address must be included). 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. <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 <u>May 4, 2026.</u></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: <u>May 22 – May 25, 2026.</u></p> <p><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 May 12, 2026 via email. ● The written test and interview will be conducted <u>in person or online.</u> ● 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	<p>After July 1, 2026 (start date may be adjusted if necessary to August 1 or September 1)</p>
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</p>

		<p>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 May 4, 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><Ritsumeikan University Educational Corporation Diversity & Inclusion website>*Japanese only https://www.ritsumeikan-trust.jp/diversity/</p>
11	Send Applications/Inquiries to	<p>HR and General Affairs, Office of Institutional Planning, 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: 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, 2027 (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, 2031) ● <u>For those who are hired on July 1, the first year's contract period will be from July 1, 2026 to March 31, 2027.</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 2025) Total work days: 231 days, Total days off: 134 days, Summer holidays: 14 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 July 1, 2026, 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.