

# Ritsumeikan Asia Pacific University Specialist Contract Employee Recruitment

1	Positions	Specialist Contract Employee / 契約職員(専門職)
2	Number of Vacancies	13
3	Place of Employment	Ritsumeikan Asia Pacific University, Beppu City, Oita Prefecture
4	Job Description	<p>Following positions are available.</p> <p><b><u>A: Office of International Admissions</u></b> International Student Recruitment, Selection, and Support</p> <ul style="list-style-type: none"> <li>• Provide support to international students (i.e., applicants, successful applicants, and scheduled enrollees) in English</li> <li>• Recruit undergraduate and graduate students and administer admissions screenings to help the university meet its goal of student intake from 100 countries and regions</li> <li>• Perform administrative duties such as managing and updating information by using the international student recruitment and screening application</li> <li>• Negotiate and coordinate with Japanese and foreign government agencies, companies, and educational institutions</li> <li>• Attend to and interpret and translate for international students</li> <li>• Conduct international student market surveys overseas; participate in various Japanese and international fairs for students wishing to study abroad in Japan</li> <li>• Network with alumni</li> <li>• Respond to telephone and e-mail inquiries</li> <li>• Perform any other duties based on instructions from the manager</li> </ul> <p><b><u>B: Office of the President</u></b> University Public Relations</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Communication with stakeholders via the university homepage, social media, and e-mail newsletter: Arrange interviews, write articles (in Japanese), translate and proofread articles (E→J or J→E), publish posts, handle inquiries, hold live stream events</li> <li>• Take and edit photographs and videos (be able to operate single-lens reflex cameras and auxiliary equipment)</li> <li>• Perform other general administrative duties and duties based on instructions from the manager</li> </ul> <p><b><u>C: Academic Office</u></b></p> <p>(Duties related to Academic Affairs)</p> <ul style="list-style-type: none"> <li>• Provide support for the administration of the colleges</li> <li>• Plan and implement international exchange (e.g., conclusion of agreements for student exchange programs, administration of off-campus study programs, duties pertaining to the dispatch and intake of students) and various educational programs</li> <li>• Perform duties related to the operation of online classes</li> <li>• Compile and manage a database of faculty information</li> <li>• Respond to telephone, e-mail, and social media inquiries, and inquiries at the office counter (J/E)</li> <li>• Take meeting minutes</li> <li>• Perform other general administrative duties (including translation and interpreting)</li> </ul>

(Subject Offerings)

- Handle duties related to class offerings (e.g., support faculty with their classes, interpret, translate documents)
- Handle duties related to faculty personnel affairs (e.g., handle administration pertaining to faculty hiring and relevant committees, interpret, translate documents)
- Handles duties pertaining to various academic affairs-related committees, translate documents, interpret
- Provide support for events organized by the colleges
- Handle other general administrative duties and inquiries at the office counter

**D: Research Office**      Research support and support for various research-related projects

(Project-related duties)

- Provide support for research center operations and the convocation of international conferences
- Perform duties related to the implementation of various events
- Communicate and coordinate with domestic and foreign stakeholders
- Coordinate with faculty members on domestic and foreign research funding
- Provide translation and interpreting and perform other administrative tasks related to research support

(Support for researchers)

- Collect information on Grant-in-Aid and other public research funding and assist faculty members with their applications
- Manage the disbursement of public research funds (e.g., make withdrawals, write reports)
- Coordinate with faculty members
- Perform other duties related to research support

**E: 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

(Support for Educational Programs in Extracurricular Self-motivated Activities and Student Peer Support Staff)

- Manage programs for student peer support (e.g., orientation staff, local exchange staff)
- Implement and manage training programs for the aforementioned students, assess students
- Liaise and coordinate with stakeholders when engaging in local exchange activities
- Compose e-mails, handbooks, posters, and other documents in English or Japanese
- Provide translation and interpreting related to student life and extracurricular activities
- Handle other general administrative duties, inquiries at the office counter, and other related duties

		<p><b>F: Office of Institutional Advancement</b> Corporate Partnerships</p> <ul style="list-style-type: none"> <li>• Planning, management and operations of GCEP (Global Competency Enhancement Program)</li> <li>• Provide interpreting and translate documents</li> <li>• Compose e-mails, pamphlets, handbooks, posters, and other documents in English or Japanese</li> <li>• Handle other general administrative duties, inquiries at the office counter, and other related duties</li> </ul> <p><b>G: Career Office</b> Student Career and Job Placement Support</p> <ul style="list-style-type: none"> <li>• Consider and implement plans to assist students planning to advance to graduate school or seeking careers with companies, international organizations, or other institutions and provide students with support</li> <li>• Handle student consultations</li> <li>• Coordinate and handle intake of Japanese and foreign visitors from companies and other institutions</li> <li>• Administer homepages and social media accounts</li> <li>• Translate documents, e-mails, and homepage content; proofread English texts; and provide interpreting</li> <li>• Handle other general administrative duties and inquiries at the office counter</li> </ul> <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"> <li>✓ Must possess at least three years of professional experience or equivalent experience. * Excluding part-time work experience during university.</li> <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 (<b>An email address must be included</b>).</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>
7	Application Deadline	<p>Applications must be received by <b>January, 23 2022</b>.</p> <p>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: <b>February 12, 2022</b>.</p> <ul style="list-style-type: none"> <li>● The written test and interview will be conducted <b>online</b>. (Applicants do not need to come to campus for the test and interview)</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	<p>April 1, 2022 (start date may be adjusted if necessary)</p>
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 (Specialist Contract Employee)

1	Salary, bonus, and other compensation	<p>1. Monthly Salary and Allowance</p> <p>1) Monthly Salary: 230,000 yen/month ..... 2,760,000 yen/year</p> <p>2) Commuting Allowance: 20,000 yen/month ..... 240,000 yen/year</p> <p>2. Bonus 3.0 months ..... 690,000 yen/year (When attending all working days during the calculation period)</p> <p>3. Annual Salary ..... 3,690,000 yen/year</p>
2	Contract Term	<ul style="list-style-type: none"> <li>● The initial contract term is from the employment commences until March 31, 2023 (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, 2027)</li> </ul>
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 &amp; new-year holidays, and recess days designated by APU.</p> <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 2021) Total work days: 231 days, Summer holidays: 13 days, Year-end &amp; new-year holidays: from Dec. 28 to Jan. 5</li> </ul>
6	Leave	<p>Paid annual leave (10 days for the first year if employment date is April 1, 2022, 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"> <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.