

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 10
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: Office of International Admissions</u></p> <p>International Student Recruitment, Selection, and Support</p> <ul style="list-style-type: none"> • Provide support to international students (i.e., applicants, successful applicants, and scheduled enrollees) in English • Recruit undergraduate and graduate students and administer admissions screenings to help the university meet its goal of student intake from 100 countries and regions • 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 • Attend to and interpret and translate for international students • Conduct international student market surveys overseas; participate in various Japanese and international fairs for students wishing to study abroad in Japan • Network with alumni • Respond to telephone and e-mail inquiries • Perform any other duties based on instructions from the manager <p>International student support for immigration and admissions screenings</p> <ul style="list-style-type: none"> • Assist with translations & interpretation for admissions screening related processes. • Provide immigration support and facilitate international student visa applications (may require immigration related business trips). • Facilitate online seminars, consultations etc. in Japanese/English. • Assist in preparation of Japanese/English admissions related printed materials e.g. Application Handbook. • Respond to telephone and e-mail inquiries • Perform any other duties based on instructions from the manager <p>Support JICA Human Resource Development projects such as SDG related work</p> <ul style="list-style-type: none"> • Provide support in English to JICA funded international students (i.e., applicants, successful applicants, and scheduled enrollees) • Negotiate and coordinate with JICA offices and foreign government agencies • Participate in recruitment activities such as fairs for JICA applicants • General clerical work as required • Network with APU students, alumni and assist in creating recruitment materials • Respond to telephone and e-mail inquiries • Perform any other duties based on instructions from the manager

B: Academic Office Duties related to Academic Affairs

- Supporting the administration of colleges and graduate schools (e.g. making documents for meetings with Dean and Associate Deans, holding pre-meetings with them / planning and implementing educational programs of colleges)
- Plan and implement international exchange (e.g. conclusion of agreements for student exchange programs, operation of Off-campus study programs, duties pertaining to the dispatch and intake of students)
- Respond to telephone, e-mail, and social media inquiries, and inquiries at the office counter (J/E)
- Take meeting minutes
- Compile and manage a database of faculty information
- Perform other general administrative duties (including translation and interpreting)

C: Office of the President

Alumni Affairs

- 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

International Branding and Accreditation

- Support overall tasks related to international accreditation projects (i.e., AACSB and UNWTO-TedQual)
- Collect and manage data and information related to international accreditation and university branding
- Liaise with international accreditation organizations
- Attend international conferences, workshops, and seminars
- Coordinate meetings and business trips

Secretary for Executives

- Handling schedule for university executives
- Supporting executives communicate inside/outside university (Japanese and English necessary)
- Supporting preparing materials for executives
- Assisting executive's business trips
- Supporting other members in the office
- Other general administrative works

D: Office of Institutional Advancement Corporate Partnerships

- Planning, management and operations of GCEP (Global Competency Enhancement Program)
- 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><u>E: Administration Office</u> Personal Affairs / General Affairs</p> <ul style="list-style-type: none"> • Faculty and staff recruitment and support • Promote and support diversity and inclusion on campus • Handle social insurance. • Translation and interpretation to support faculty and staff. <p><u>F: Research Office</u></p> <p>Support faculty with their research activities</p> <ul style="list-style-type: none"> • Provide information and support for faculty wishing to apply for competitive research funding such as Grants-in-Aid for Scientific Research • Manage the execution of public research funds (disbursements, reporting, etc.) • Coordinate with researchers within the university and external organizations (including English support) • Perform other general administrative duties etc. <p>Research support for students</p> <ul style="list-style-type: none"> • Provide research support for international students (graduate students) • Management and coordination of education and research expenses for international students (graduate students) • Coordination within the university and with external organizations • Interpretation and translation • Perform other general administrative duties etc. <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>March 24, 2023</u>.</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: <u>April 10 - 17, 2023</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 April 3, 2023 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	June 1, 2023 (start date may be adjusted if necessary)
10	Send Applications to	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

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"> ● The initial contract term is from the employment commences until March 31, 2024 (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, 2028) ● <u>Those who hired on June 1, the first year's contract period will be from June 1, 2023 to March 31, 2024.</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 2022) Total work days: 231 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 June 1, 2023, 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). 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.