

Recruitment Information

Job Title	Web Writer
Number of positions	One
Duty Station	International Public Affairs Center Administration Bureau, Tohoku University 2-1-1, Katahira, Aoba-ku, Sendai 980-8577 JAPAN
Job Purpose	To develop, deploy, update, operate, and improve Tohoku University's international website. Planning, development, and operation of international public relations strategies.
Duties	<ul style="list-style-type: none"> - Web Communications To increase the presence of Tohoku University's international website and the promotion of the university through use of digital and traditional media. - News & Contents Production To plan and produce public relations tools (ex. Newsletters) - Actively publish information using various media (websites, magazines, SNS) - Coordination with news media and other organizations
Qualifications	<ul style="list-style-type: none"> - University Degree - Minimum 3 years of working experience in public relations and/or news media. English writing and editing skills for websites, SNS, or printed materials - Language abilities: Working experience with Japanese and English or equivalent language ability Proficient English writing abilities to create and publish media Familiar with Japanese society and culture Equivalency to JLPT N1 level - Motivated and responsible - Possesses planning skills, creativity, initiative, and cooperativeness - Experience with planning and executing international public relations strategies - Valid credentials to work in Japan
Starting date	April 1, 2015 (or shortly thereafter)

Term	The contract will be renewed annually according to the fiscal year (April 1 to March 31). You can work until March 31, 2016 and the term may be extended.
Working Hours	Monday through Friday 0830 to 1715 (Break included from 1200 to 1300) Holidays: National Holidays, summer/winter vacation, annual paid vacation, sick leave, special leave
Salary and Benefits	Annual salary system with commuting allowance based on the regulation of Tohoku University
Application Deadline	March 20 (Fri), 2015
Selection Process	Interview (Only those applicants who pass the initial review will be contacted.)
Gender equality	Tohoku University promotes gender equality. Applicants will not be discriminated on the basis of gender.
Contact	Public Relations Division, Tohoku University E-mail: koho@bureau.tohoku.ac.jp Address: 2-1-1, Katahira, Aoba-ku, Sendai 980-8577 JAPAN
Application materials	Please mail or e-mail the following to Public Relations Division, Tohoku University: (1) Resume (2) <i>Curriculum Vitae</i> (3) Cover Letter (Around 1 page A4 paper) (4) Proof of language proficiency (5) Examples of public relations tools you produced (if any)
Privacy	All submitted documents will only be used for the hiring process and no documents will be disclosed or transferred to any third party individuals or organizations. No submitted documents will be returned.