

Tohoku University International Support Center
Recruitment Notice for Administrative Staff (Section Chief)

Number of Openings:	1 position
Hiring Affiliation:	Tohoku University International Support Center (International Support Division, Global Affairs Department)
Job Category:	Administrative Staff (Section Chief)
Key Responsibilities:	<ul style="list-style-type: none"> • Provide support services for international students and researchers as a member of the Tohoku University International Support Center. • Supervise the Researcher Support Section. • Assist international researchers with practical matters related to moving to Japan and support them throughout their stay at Tohoku University. • Plan and coordinate various systems and tasks related to the above. • Carry out other duties handled by the International Support Division (e.g., reception of visitors).
Employment Period:	July 1, 2025 or as early as possible thereafter.
Qualifications:	<p>Tohoku University strongly encourages applications from all qualified individuals, regardless of nationality or gender.</p> <ul style="list-style-type: none"> • Bachelor's degree or higher • Fluent in both spoken and written Japanese at the level required for the job (JLPT N1) • Fluent in both spoken and written English at the level required for the job (TOEIC 860 or higher) • Demonstrated experience in using Microsoft Office (Word, Excel, PowerPoint), possessing excellent skills in creating business documents, aggregating and analyzing data, and creating presentations. • 2 years or more of experience supporting foreign nationals at a post-secondary institution or equivalent work experience in the international sphere.
Workplace address:	2-1-1 Katahira, Aoba-ku, Sendai, Miyagi (International Support Center, Researcher Support Section)
Compensations and benefits:	<p>Salary is determined in accordance with National University Corporation Tohoku University's employee salary regulations.</p> <p>Starting salary range: ¥ 283,871 – 379,529</p> <p>Starting salary is determined based on the applicant's work experience and educational background and includes area allowance.</p> <p>Allowances: commuting, housing, dependent, overtime allowances</p> <p>Bonuses: 2 annual bonuses and diligence allowance</p>

	Salary increase: Annual performance-based salary review (January 1)
Work condition:	<p>Working hours: Weekdays 8:30-17:15 (7 hours 45 minutes per day)</p> <p>Days off: Weekends, public holidays in accordance with the National Holidays Act, and New Year's holidays (Dec. 29 to Jan. 3)</p> <p>Annual paid leave and special leave: determined according to Tohoku University regulations</p>
Documents to submit:	<ul style="list-style-type: none"> • Japanese resume in the prescribed Tohoku University format. • Two copies of a cover letter, one in Japanese and one in English, in the format of your choosing. • Proof of language proficiency (copies of official test scores, certificates, etc.) <p>See note about password protection below ('How to apply')</p>
Application deadline:	Tuesday May 27, 2025
How to apply:	<p>Submit all documents to supportoffice-i@grp.tohoku.ac.jp.</p> <p>Include 'スタッフ応募書類提出' in the email subject line.</p> <p>Note: To help us safeguard your personal information, please submit your documents as one password protected file. Send us two emails at the time of submitting documents, one with the password-protected file attached, and the other informing us of its password.</p>
Selection method:	<ul style="list-style-type: none"> • First round (document screening) <ul style="list-style-type: none"> ○ Application deadline: Tuesday May 27, 2025 • Second round (individual interviews) <ul style="list-style-type: none"> ○ Interviews to take place between May 29 and 30. • Third round (executive interview) <ul style="list-style-type: none"> ○ Executive interview to take place in early June. Those who passed the second round will receive instructions on moving to the third round. <p>Interview-related travel expenses will be borne by the applicant.</p>
For inquiries regarding this position:	<p>Contact: Hiroataka Hirayama, Global Affairs Department</p> <p>Tel: 022-217-4893</p> <p>Email: supportoffice-i@grp.tohoku.ac.jp</p>