

Tohoku University International Support Center
Recruitment Notice for Administrative Staff

Number of Openings:	1 position
Hiring Affiliation:	Tohoku University International Support Center (International Support Division, Global Affairs Department)
Job Category:	Administrative Staff
Key Responsibilities:	<ul style="list-style-type: none"> • Provide support services for international researchers as a member of the Tohoku University International Support Center. • Assist international researchers with practical matters related to moving to Japan and support them throughout their stay at Tohoku University, including organizing accommodation in the University House dormitories. • Handle applications for Certificates of Eligibility (COE) to enter Japan. • 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:	<p>Initially from August 1, 2026 - March 31, 2027</p> <ul style="list-style-type: none"> • Possibility of renewal, subject to the conditions outlined below • Preferred start date is as early as August 1, 2026. A later start date is negotiable.
Details regarding contract duration during the employment period:	In accordance with university regulations, all one-year contracts conclude at the end of the fiscal year. However, contracts may be renewed annually at the start of each fiscal year, contingent upon factors such as business performance, budgetary conditions, and individual work performance. For this position, fixed-term contracts may be renewed up to four times, or until March 31, 2031, whichever comes first.
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 N2) • 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 is desirable.
Workplace address:	2-1-1 Katahira, Aoba-ku, Sendai, Miyagi (Researcher Support Section, International Support Center)

Remuneration and benefits:	<p>Salary is determined in accordance with National University Corporation Tohoku University's employee salary regulations.</p> <p>Annual salary range: approx. 4.3 – 4.5 million yen and is subject to adjustment based on experience and other qualifications.</p> <p>*The annual salary will be divided into 12 equal monthly payments.</p> <p>Benefits: include commuting and overtime allowances, mutual aid insurance, mutual aid pension, employment insurance, workers' accident insurance.</p> <p>Year-end bonus: not provided.</p> <p>Potential for salary increase: Eligible for an annual salary review</p>
Working hours and holidays:	<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 be submitted:	<ul style="list-style-type: none"> • Japanese resume in the prescribed Tohoku University format. Please complete the Japanese version only. • Two cover letters, one in Japanese and one in English, in the format of your choosing. • To supplement the details provided in the prescribed resume, please also create two documents, one in English and one in Japanese, describing your previous work experience and explaining how it relates to this position's responsibilities. • Proof of language proficiency (copies of official test scores, certificates, etc.) Please see the note about password protection below (in 'How to apply')
Application deadline:	Friday, June 19, 2026
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 the 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) • Second round (individual interviews) <ul style="list-style-type: none"> ○ Those who pass the first round will be contacted individually. ○ Interview-related travel expenses are to be borne by the applicant.
For inquiries regarding this position:	<p>Contact: Hirotaka Hirayama, International Support Division</p> <p>Tel: 022-217-4893</p> <p>Email: supportoffice-i@grp.tohoku.ac.jp</p>