

May 28, 2026

ATTN: Dirs. of Relevant Institutions

Job Announcement (Request)

Tohoku University Admissions Center Director
TAKIZAWA Hirotsugu

Greetings

I hope you are all having a pleasant and productive year.

As one of Japan's designated Universities of International Research Excellence, Tohoku University is pursuing university-wide efforts to reform our student selection process and promote diversity in student enrollment. The Tohoku University Admissions Center is now recruiting one (1) Specially Appointed Instructor for the Student Recruitment and Public Relations Strategy Division, as outlined below.

I apologize for asking at this busy time of year, but I request that you kindly pass this information on to the relevant people at your institution.

Best regards

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Open Recruitment No.ARC2026-1

1. Post: Instructors will be posted to the Tohoku University Admissions Center 's Student Recruitment & PR Strategy Division.
Workplace: Miyagi Prefecture, Sendai City, Aoba-ku, Kawauchi 28
2. Openings: 1
3. Positions: Specially Appointed Professor (administrative), Specially Appointed Associate Professor (administrative), Specially Appointed Senior Assistant Professor (administrative), Specially Appointed Assistant Professor (administrative)
*Position will be determined based on experience etc.
4. Field of Specialization: We are seeking candidates with practical experience relevant to overseas recruiting, overseas PR activities, student admissions, etc.
5. Duties: Appointees will work with other staff to perform the following tasks.
 - (1) Overseas recruitment planning/implementation (① outreach to top schools in priority countries/regions, ② outreach via internationally accredited educational institutions, ③ coordination/activities with overseas agents/liasons)
 - (2) Overseas recruitment strategy proposals and survey research related to operational improvements
 - (3) Tasks related to student admissions selection for the Gateway College
 - (4) Other tasks related to admissions at our university
6. Qualifications
 - (1) Academic: A master's degree or higher is preferred; however, practical work experience will be valued over academic background. Candidates must possess advanced English language proficiency.
 - (2) Professional: Candidates must have work experience at domestic or overseas universities in overseas recruiting, overseas PR activities, international student admissions etc.
 - (3) Other: Candidates should be motivated to actively promote student recruitment domestically and abroad and conduct research/implementation related to PR activities (including coordination with TU departments, and external higher education institutions domestically and abroad). Candidates with knowledge/skills related to data analysis and ICT system

administration/operation are preferred. Candidates with Japanese skills sufficient for everyday conversation are preferred.

7. Term of position: 5 years from time of appointment Upon completion of this term, the candidate may be hired without term limitations (retirement system applies) upon evaluation of their achievements. However, this is not guaranteed.
8. Est. starting date: As soon as possible
9. Salary: Determined by Tohoku University's regulations for specified-term employees.
URL: https://www.bureau.tohoku.ac.jp/kitei/reiki_honbun/u101RG00002095.html
10. Application Materials (in Japanese or English):
 - (1) Curriculum Vitae: education history, employment history, photo (please use official university form)
*The form can be downloaded using the URL below.
https://c.bureau.tohoku.ac.jp/jinji-top/external/resume_cv/
 - (2) Description of professional activities: Describe work experience and achievements. Include materials documenting practical experience relevant to overseas recruiting, overseas PR activities, student admissions, etc. Also, list any relevant research papers, reports, presentations, etc. Any format.
 - (3) Goals for overseas and domestic student recruitment and PR activity planning/implementation in Japanese (approx. 2000 characters) or English (approx. 1000 words), any format.
 - (4) Proof of English proficiency
 - (5) Name, affiliation, and contact information for two people in Japan (if possible) whom we can contact for references.
11. Friday, July 31, 2026 (must be received by this date; late applications will not be accepted)
12. Screening method: review of submitted documents and interview (travel expenses for the interview must be borne by the candidate; interviews may be held online depending on the situation)
13. Inquiries:
 - (1) Inquiries about open recruitment
Tohoku University Admissions Center
Director of Student Recruitment/PR Strategy (Prof.) MIYAMOTO Tomohiro
Email: tomohiro.miyamoto.b2@tohoku.ac.jp (Replace (at) with @)
 - (2) Document submission
980-8576 Sendai-shi, Aoba-ku, Kawauchi 28 Tohoku University,
Education and Student Support Department, Admission Division
Admission Planning Director MORI Hiroshi
Phone: 022-795-4804
Email: arc2026-1@grp.tohoku.ac.jp(Replace (at) with @)
 - (3) Related URLs
Tohoku University Admissions Center: <https://admissions.tohoku.ac.jp/en/>
Universities of International Research Excellence website:
https://www.tohoku.ac.jp/research_excellence/en/index.html
Gateway College: <https://tu-gwc.tohoku.ac.jp/en/>
14. Submission Instructions: Submissions are accepted by email.
Send the necessary materials to the email address above (arc2026-1@grp.tohoku.ac.jp). Files should be in password-protected PDF format. Inform us of the password in a separate email message. Please enter "ARC Open Recruitment No.: ARC2026-1" in the message's Subject field. Confirm that you received a notification of receipt of the materials after submitting them. If you do not receive the notification within two business days of your submission (excluding weekends, national holidays, or other non-business days), please inquire by telephone to confirm that your materials were received.

15. Other:

- Tohoku University is committed to promoting equality and actively encourages applications by people from diverse backgrounds.
- Based on Article 8 of Japan's Act on Securing, Etc. of Equal Opportunity and Treatment between Men and Women in Employment, if multiple candidates are determined, through impartial assessment, to possess equal abilities required for a position, women will be preferentially hired as part of our efforts to improve the ratio of women instructors at the university.
- Tohoku University offers some of the best daycare services in Japan, with all employees having access to the Kawauchi Keyaki Nursery (limit: 22), Aobayama Midori Nursery (limit: 116), and for those in the Seiryō area, the Hoshinoko Nursery (limit: 120). Employees can also use the Tohoku University Hospital care center for children recovering from light injuries/illness.
- For further details on equal support efforts, promotion of research support, and inclusive participation, see the URL below.
Tohoku University Center for Diversity Equity & Inclusion Initiative (DEI) website:
<https://dei.tohoku.ac.jp/>

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