

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 students and 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. • 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 September 1, 2025 - March 31, 2026</p> <ul style="list-style-type: none"> • Possibility of renewal, subject to the conditions outlined below • Preferred start date is as early as September 1, 2025. 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, 2030, 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.
Workplace address:	2-1-1 Katahira, Aoba-ku, Sendai, Miyagi (International Support Center, Researcher Support Section)
Compensations and benefits:	Salary is determined in accordance with National University Corporation Tohoku

	<p>University's employee salary regulations.</p> <p>Annual salary range: approx. 3.5 – 4.5 million yen and is subject to adjustment based on experience and other qualifications.</p> <p>*The annual salary will be divided by 12 equal monthly payments.</p> <p>Benefits: includes commuting and overtime allowances.</p> <p>Year-end bonus: not provided.</p> <p>Potential for salary increase: Eligible for an annual salary review</p>
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:	Thursday, July 31, 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) • Second round (individual interviews) <ul style="list-style-type: none"> ○ Interviews to take place in early August. Those who passed the First round will receive instructions. ○ Interview-related travel expenses will 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>