

December 8, 2025

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. To further enhance this Tohoku University Admissions Center's capabilities, we are recruiting two (2) Specially Appointed Instructors.

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.: ARC2025-3

1. Post: Instructors will be posted to the Tohoku University Admissions Center 's Student Selection Division.

Workplace: Miyagi Prefecture, Sendai City, Aoba-ku, Kawauchi 28

2. Openings: 2

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 at universities or education-related enterprises relevant to admission selection, international student evaluation (i.e. Foreign Credential Evaluation) etc. In particular, we prefer candidates with knowledge and experience related to application evaluation, implementing written tests including Computer-Based Testing (CBT), interview evaluation assistance, and documenting/processing evaluation results. In addition, candidates should have an interest in, and longterm willingness to engage with, AI technology for evaluation tasks.

5. Duties: Appointees will work with other staff to perform the following tasks.

(1) Preparation and coordination of undergraduate admission selection systems, including the Gateway College (a new Intercultural Collaborative Learning undergraduate curriculum started in 2027)

(2) Conducting multifaceted/comprehensive evaluation of applicants via their applications, written tests (including CBT), interviews etc., preparing evaluation criteria/references, and building processing systems

- (3) Assisting with documentation/management and processing tasks for evaluation reports related to student selection
- (4) Assisting with domestic and overseas student recruitment and PR activities

6. Qualifications

- (1) Academic: Candidates should possess a master's degree or higher, or equivalent or greater abilities/practical experience. Candidates should have practical English skills.
- (2) Professional: Candidates with work experience at educational institutions (universities etc.) in student selection and evaluating international students are preferred. In particular, we prefer candidates with experience related to evaluating applications, written tests, and applications of CBT and AI for student selection.
- (3) Other: Candidates should be autonomous with respect to, and have a longterm willingness to engage in, student selection tasks at Tohoku University. They should have the ability to perform their tasks while coordinating/cooperating with relevant university departments and external organizations. A flexible attitude regarding the use of new technology and methodologies in evaluation tasks and system operations is also required. It is preferable that candidates have a certain level of knowledge/proficiency related to statistical analysis as well. The ability to perform tasks using English is desirable.

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 student selection, international student evaluation, CBT, etc. Also, list any relevant research papers, reports, presentations, etc. Any format.

(3) Goals pending employment: Discuss how you will apply your knowledge/experience to assist undergraduate admission (including the Gateway College) and tasks related to evaluating applications, written tests (including CBT), and interviews. Also discuss how you will employ new methodologies such as FCE and CBT, and your ideas for coordination with relevant departments. Japanese (approx. 2,000 characters) or English (approx. 1,000 words), any format.

(4) Proof of English proficiency (submit any that applies, if available)

(5) Name, affiliation, and contact information for two people in Japan (if possible) whom we can contact for references.

11. Application Deadline: January 31 (Sat.), 2026 (late applications not 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 Undergraduate Selection (Prof.) NAGAHAMA Hiroyuki

Email: hiroyuki.nagahama.c7(at)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 ÔTOMO Toshiya

Phone: 022-795-4804

Email: arc2025-3(at)grp.tohoku.ac.jp (Replace (at) with @)

(3) Related URLs

Tohoku University Admissions Center: <https://www.tnc.tohoku.ac.jp/>

Universities of International Research Excellence website:

https://www.tohoku.ac.jp/research_excellence/index.html

Gateway College: <https://tu-gwc.tohoku.ac.jp/>

14. Submission Instructions: Submissions are accepted by email.

Send the necessary materials to the email address above (arc2025-3(at)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.: ARC2025-3" as 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 Seiryô 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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