

Recruitment for International Administrative Staff position (Application Guidelines)

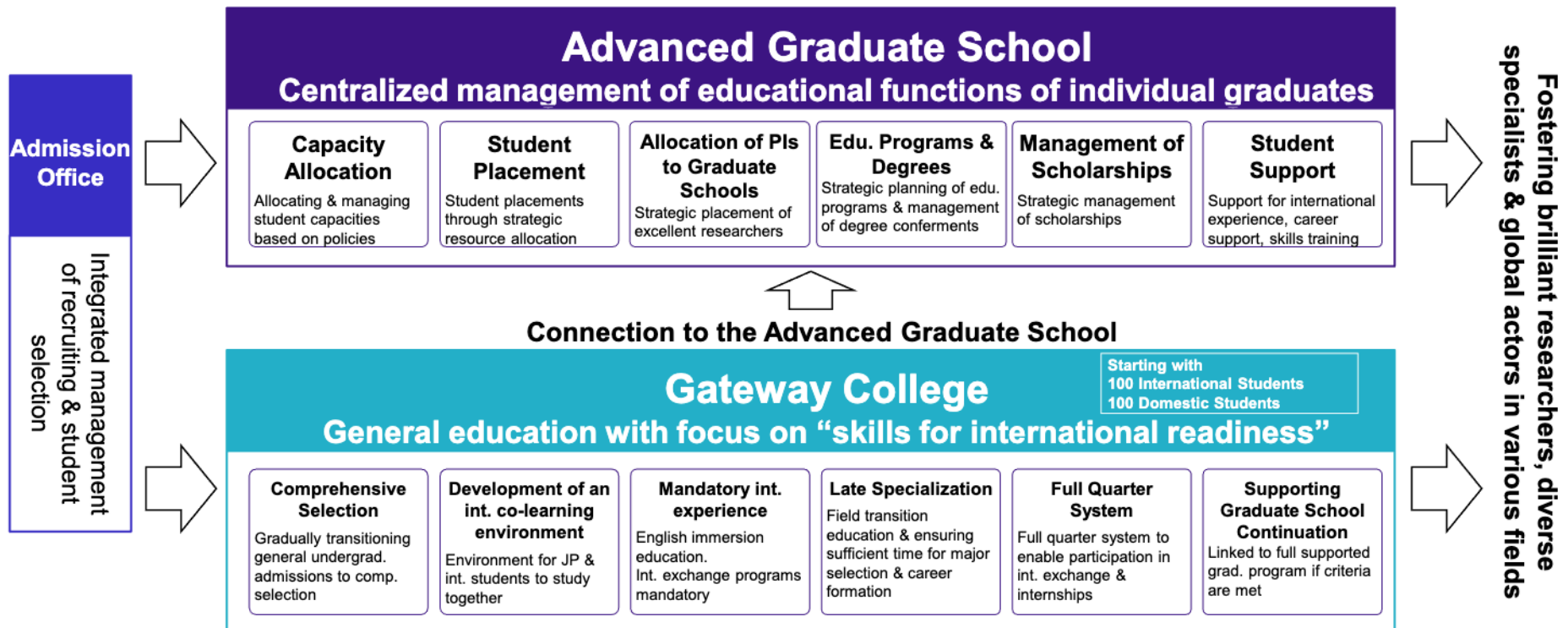
Introduction:	Tohoku University's Admissions Division is recruiting for an International Affairs Specialist position. This position offers a valuable opportunity to support the internationalization of undergraduate and graduate admissions selection processes and promote overseas recruitment at Tohoku University, helping to welcome diverse and talented applicants. Through handling overseas applicant inquiries, managing our website, and supporting domestic recruitment, the successful candidate is expected to strengthen our admissions system and advance global admissions.	東北大学アドミッション課では、国際対応専門職人材のポジションを募集しています。このポジションは、東北大学の学部・大学院入学選抜の国際化および海外リクルーティングの推進を担い、多様で優秀な志願者の受け入れを支援する貴重な機会です。海外の志願者対応やウェブサイト管理に加え、国内広報に関する業務など幅広く携わることを通じて、アドミッション体制の強化と入試のグローバル化に貢献していただくことを期待しています。
Hiring affiliation:	Education and Student Support Department, Admission Division	教育・学生支援部、アドミッション課
Number of openings:	1	1
Key responsibilities:	The selected candidate will support admissions operations in the Admissions Division, focusing mainly on overseas PR. Specifically, the following duties will be performed utilizing Japanese and English language skills: Assisting with the translation and preparation of admissions notifications, explanatory materials, and contracts in Japanese and English Communication, schedule coordination, and information sharing with overseas agents, alumni associations, and educational institutions regarding overseas recruitment initiatives Processing and verification of application documents for international degree programs, including the Gateway College Program, and administrative support for selection processes Managing overseas applicant inquiries and updating related information, including website content Supporting domestic recruitment activities, such as the Open Campus	(2) 主な職務： 選考された候補者は、アドミッション課における入試業務（主に海外広報）の支援を担当します。具体的には、以下の業務を中心とした業務を、日英の言語スキルを活かして遂行することが求められます： アドミッション関連の通知文書・説明資料・契約文書等の日本語および英語での翻訳・作成補助 海外リクルーティング施策に関する、海外エージェント・同窓会・教育機関等との連絡・日程調整・情報共有 Gateway Collegeをはじめとした国際学位プログラム入試における出願書類の受付・確認、選抜実施の事務支援 海外からの出願者からの問い合わせへの対応、およびウェブサイトコンテンツを含む関連情報の更新 オープンキャンパスなど国内入試広報の事務支援
Employment period:	As early as possible after November 1, 2026 - March 31, 2027 (one year contract with contract renewal conditions outlined below)	「2026年11月1日以降できるだけ早い時期～2027年3月31日まで（1年契約、更新条件は以下に記載）」
Details regarding contract duration during the employment period:	In accordance with university regulations, all single-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.	大学の規定により、すべての1年契約は会計年度末に終了します。ただし、契約は事業実績、予算状況、個人の業務実績などの要因に応じて、各会計年度の開始時に毎年更新される場合があります。この職位については、有期契約は最大4回まで、または2031年3月31日までのいずれか早い方まで更新される可能性があります
Workplace address:	Tohoku University, Kawauchi-Minami Campus 28 Kawauchi, Aoba-ku, Sendai, Miyagi	「東北大学川内南キャンパス 宮城県仙台市青葉区川内28」
Work condition:	Working hours: Weekdays 8:30-17:15 (7 hours 45 minutes per day) Days Off: Weekends, public holidays in accordance with the National Holidays Act, and New Year's holidays (December 29 to January 3). Additional Notes: Overtime or holiday work may be required when necessary. Time off will be managed in compliance with the Regulations on Working Hours, Holidays, and Leave, as well as the Detailed Regulations on Working Hours applicable to employees of the National University Corporation Tohoku University.	「勤務時間：平日8:30～17:15（1日7時間45分） 休日：土日、国民の祝日に関する法律に規定する休日、および年末年始（12月29日～1月3日）。 追加事項：必要に応じて時間外勤務または休日勤務が発生する場合があります。休暇については、国立大学法人東北大学職員の勤務時間、休日及び休暇に関する規程並びに勤務時間等細則に基づき管理されます。」
Compensation and benefits:	Salary is determined in accordance with National University Corporation Tohoku University's employee salary regulations. Annual salary range: approx. 4 - 5 million yen, subject to adjustment based on experience and other qualifications. *The annual salary will be divided by 12 equal monthly payments. Benefits: includes commuting and overtime allowances. Year-end bonus: not provided. Potential for salary increase: Eligible for an annual salary review with the possibility of an increase based on performance per fiscal year.	給与は、国立大学法人東北大学の職員給与規程に基づいて決定されます。 年収の目安：約400万～500万円（経験およびその他の資格に応じて調整される場合があります）。 ※年収は12分割され、毎月均等に支給されます。 福利厚生：通勤手当および時間外勤務手当を含みます。 賞与：支給なし。 昇給の可能性：各会計年度の業績に基づき、年1回の給与見直しの対象となります。
Qualifications:	・ Prior experience as an ALT (Assistant Language Teacher) or CIR (Coordinator for International Relations) under the Japanese Government JET Programme. ・ Fluent in both spoken and written Japanese and English at a business level (Japanese Language Proficiency Test N1 level or equivalent). ・ Bachelor's degree or higher.	・ 日本政府のJETプログラムにおけるALT（外国語指導助手）またはCIR（国際交流員）としての経験。 ・ ビジネスレベルの日本語と英語の会話力と文書力（日本語能力試験N1レベルまたは同等）。 ・ 学士号以上の学歴。
About the Admissions Organization:	The Admissions Organization is a university-wide admissions selection system that Tohoku University established in 2025. It is a core organization responsible for designing and evaluating undergraduate and graduate entrance examination systems, recruiting students domestically and internationally, and supporting learning before and after entrance examinations using resources such as MOOCs. The Admissions Division serves as its secretariat, strategically promoting operations with highly specialized personnel. In particular, international operations involving international students and overseas applicants are expanding year by year, requiring high practical skills including language support and cultural adjustment. This position offers valuable experience in strategic operations related to global admissions and is expected to play a role in the university's internationalization and higher education reform. We welcome applications from those who wish to pioneer the future of admissions with us.	(3) アドミッション機構について： アドミッション機構は、東北大学が2025年度に新たに設置された全学的な入学選抜体制であり、学部・大学院の入試制度設計・評価、国内外の学生募集、MOOC等を活用した入試前後の学びの支援までを担う中核組織です。アドミッション課はその事務局として、専門性の高い人材とともに戦略的に業務を推進しています。特に国際対応業務では、留学生や海外志願者への対応が年々拡大しており、言語対応や文化的調整を含めた高い実務能力が求められています。 本ポジションでは、グローバル入試に関する戦略業務に携わる貴重な経験を積むことができ、大学全体の国際化と高等教育改革の一翼を担う役割が期待されます。私たちと共に、アドミッションの未来を切り拓いていただける方の応募を歓迎します。
Career advancement:	This position provides opportunities for career advancement, including the possibility of permanent employment through a selection.	このポジションはキャリアアップの機会を提供し、選考を通じて正社員雇用の可能性も含まれています。
Additional notes:		
How to apply:	All application documents are to be submitted by email to the Admissions Division (arcjimu2026-1@grp.tohoku.ac.jp). Submit your cover letter in English. Submit your resume in Japanese in the prescribed Tohoku University format. (https://c.bureau.tohoku.ac.jp/jinji-top/external/resume_cv/ 「1 履歴書／Resume」)	「すべての応募書類はアドミッション課（arcjimu2026-1@grp.tohoku.ac.jp）にメールで提出してください。カバーレターは英語で提出してください。履歴書は東北大学指定の形式で日本語で提出してください。」
Application Deadline	October 30, 2026	応募締め切り 2026年10月30日
For inquiries regarding this position:	Contact Person: Admission Division MORI Hiroshi Email: nyushi2@grp.tohoku.ac.jp	「連絡先：アドミッション課 森 裕司 メール：nyushi2@grp.tohoku.ac.jp」

Opinion from the Advisory Board

4. Graduate school & undergraduate reforms as research university (grad. school education reforms led by the 'Advanced Graduate School', Gateway College for international co-learning)

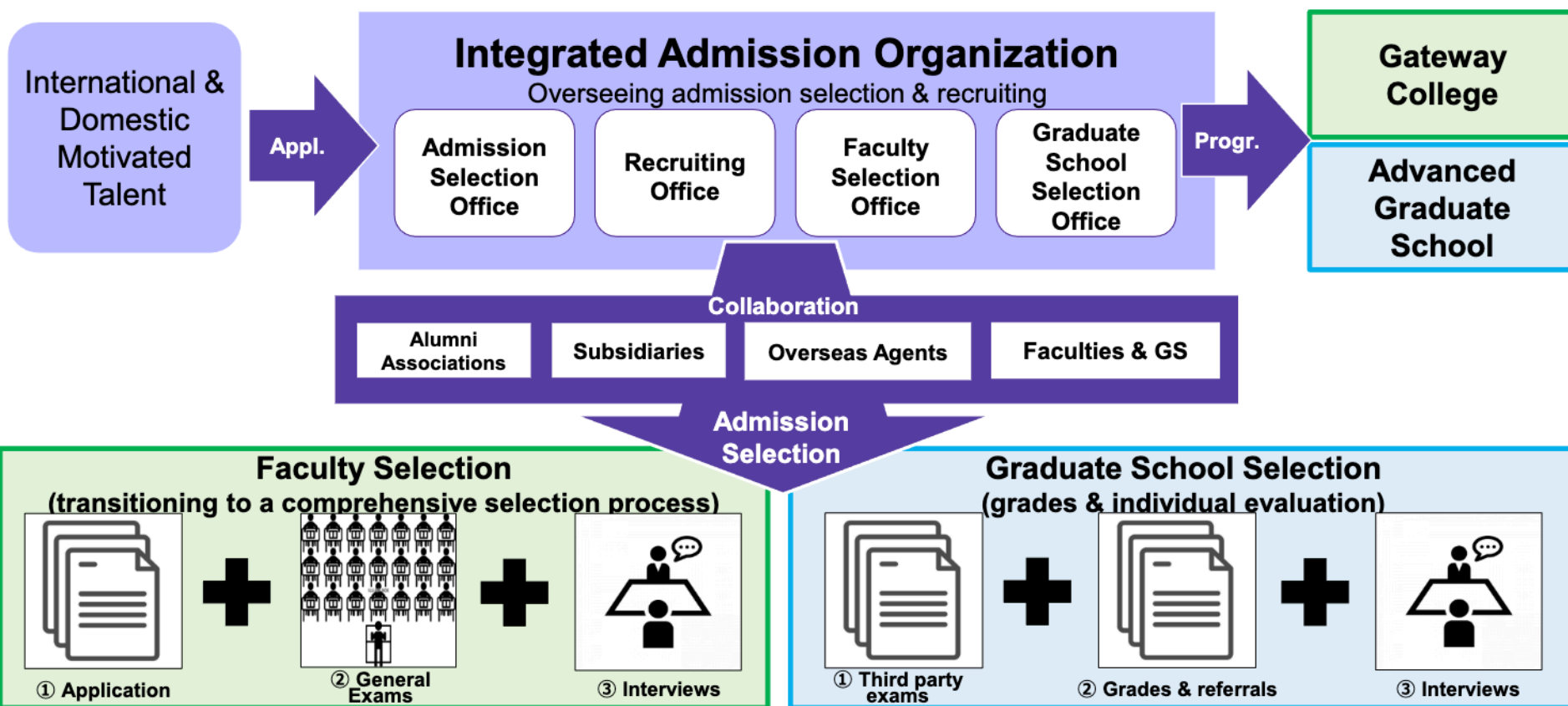
Education reforms focusing on internationality & openness

- **Establishment of the "Advanced Graduate School" for integrated management of graduate education.** Transition from fixed disciplines by graduate schools/majors and the apprenticeship system in laboratories, to **talent development based on an open and university-wide management**
- **Establishment of a "Gateway College" focusing on "the ability to act globally."** Establishing an environment for Japanese and international students to study together and support each other in an international co-learning environment and developing undergraduate education suitable for a research university
- **Establishing the Admission Organization to supervise student recruitment. Strategic recruitment of international talent** in collaboration with overseas agents and overseas alumni associations



Establishing the Integrate Admission Organization & Reforming the Admission Process

- Fundamentally reviewing admission selection, establishing the “Integrated Admission Organization” to supervise student recruitment in order to attract talent with future global impact
- The Office for Admission Selection Design and the Recruiting Office assign specialized staff to enhance their functions in order to continuously acquire highly talented students
- Undergraduate admission selection is transitioning to a comprehensive selection process and the graduate school admission selection process is transitioning to an evaluation based on academic performance and personal qualities.



Strategic Recruitment of International Students

Strategic development by a team of experts

1. Reaching top high schools in priority regions: Strategic selection of priority countries & regions based on global community actions, visits & relationship building with prominent high schools as well as holding explanatory sessions, to attract outstanding applicants
2. Reaching students through international accreditation institutions: Recruiting through Cambridge International (10000 schools globally, 20 schools in Japan), International Baccalaureate (5600 schools globally, 216 in Japan), International Schools & Japanese Supplementary Schools, etc.



Collaboration & utilization of overseas agents & alumni associations

1. Strengthening recruitment in South Asia, the Middle East, Africa, Central and South America, and exploring new student acquisition routes through the use of overseas agents
2. Implementation of overseas PR such as local explanatory sessions utilizing the global network of the Tohoku University alumni association



Establishing & expanding referrals by designated overseas schools

Partnering with leading overseas high schools, establishing referrals of students by these designated overseas schools, expanding as necessary

