

**National University Corporation Tohoku University**  
**Global Engagement Division**  
**Public Call for Applicants: Fixed-term Employee**

Positions: 1

Section: Global Engagement Division, Tohoku University

Title: Fixed-term Employee

**Duties:**

- Planning and implementation of overseas alumni exchange events
- Management of the content of the overseas alumni website (uploading articles, writing to international alumni to request articles, etc.)
- Sending news via email to alumni
- Liaising and coordination with alumni associations in different countries and regions, and the carrying out of collaborative events
- Coordination regarding the establishment of alumni associations in different countries and regions
- Other tasks handled by the Global Engagement Division (such as the internationalization of administrative tasks, providing support to visitors, and helping to organize various events)

Start date: September 1, 2021, or as soon thereafter as possible (please inquire)

Required experience/qualifications: Tohoku University is an equal opportunities employer. We are seeking candidates with the below qualifications.

- A bachelor's degree or higher
- A TOEIC score of 900 points or higher, or Eiken Test Grade 1 (or a higher equivalent), is desirable
- If you are a foreign national, it is desirable that you be fluent in Japanese
- A high level of communications skills
- Microsoft Word, Excel, and PowerPoint skills sufficient for carrying out the required duties

Workplace: Katahira 2-1-1, Aoba-ku, Sendai City, Miyagi Prefecture

Term of Contract: Until March 31, 2022

(The contract may be renewed each year depending on the employee's performance. The maximum term is 5 years from the day on which the employee takes up the position.)

Salary and benefits: Determined in accordance with Tohoku University's salary regulations

(Estimated annual salary: JPY 3,500,000 – JPY 4,500,000; commuting expenses, overtime pay, mutual insurance, mutual aid pension, unemployment insurance, and worker's accident insurance will be provided)

**Hours:**

- Regular daily work hours are 8:30-17:15 (7 hours, 45 minutes of actual working time)
- Holidays: Saturday, Sunday, National Holidays, New Year's Holidays (Dec. 29 - Jan. 3)
- Paid vacation/special leave: As determined by Tohoku University's regulations

Required documents:

- 1 copy of your CV (to include your education and work history, and e-mail address)
- A brief explanation of what makes you an ideal candidate (in a format of your own choosing)
- A description of your prior professional activities (in a format of your own choosing)
- Proof of proficiency in Japanese and English, if these languages are not your native languages (a copy of your JLPT certificate, TOEIC or Eiken certificate, etc.)

Submission deadline: July 16 (Fri), 2021 (No late applications)

<Note>

\*Send the required documents by registered mail or email.

\*If you send the application by mail, please write "Fixed-term Employee Application Materials Enclosed" in red on the envelope. Application materials will not be returned.

\*If you send the application by email, please use the subject line "Submission: Fixed-term Employee Application Materials ". Also, since application documents contain your personal information, please be careful to ensure that you send them to the correct e-mail address.

Selection method: Internal review of application materials followed by an interview (as needed).

Inquiries/submissions:

Tohoku University Global Engagement Division

Katahira 2-1-1, Aoba-ku, Sendai City, Miyagi Prefecture, 980-8577

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