

Call for Applications for a Specialist
International Affairs Department
Tokyo Institute of Technology

Number of positions	One (Specialist)
Affiliation	International Cooperation Division, International Affairs Department
Location of employment	International Cooperation Division 2-12-1 Ookayama, Meguro-ku, Tokyo
Required qualifications	<ul style="list-style-type: none"> - Native speaker of English who has earned a bachelor's degree or higher from a university in an English-speaking country - Master's degree or equivalent ability (Doctorate preferred) - Substantive work experience involving communication in English - Experience creating formal business documents and letters in English - Experience in translation of documents from Japanese to English and in proofreading and editing a broad range of documents (broad knowledge of academic writing in English is desirable) - Experience developing and editing business presentations - Proficiency in using computer software (Word, Excel, PowerPoint) - Japanese language proficiency (oral and reading) necessary for executing duties - MUST possess a valid status of residence (visa) that authorizes performance of the activities described below - (desirable) Experience in administration and coordination of international exchange activities, such as at a university in Japan or overseas
Duties	<p>[Primary responsibilities]</p> <ul style="list-style-type: none"> - Edit, translate and/or write emails and official correspondence in English regarding international cooperation matters - Negotiate and conclude university-wide academic cooperation agreements with institutions overseas - Communicate and disseminate to an international audience clear and accurate information in English regarding the Institute's international activities <p>[Other responsibilities]</p> <ul style="list-style-type: none"> - Support hosting of courtesy visits by international delegations, such as from partner universities - Support preparations for overseas business travel, such as to partner universities - Support staff training programs and student and faculty exchange activities with partner universities - Support preparations for events and projects hosted by Tokyo Institute of Technology - Other tasks related to the Institute's international cooperation activities <p>The responsibilities and location of employment outlined herein may change</p>

	<p>according to adjustments in the organizational structure and/or division of responsibilities.</p> <p>For details regarding the position, please contact: Email: tmakino@jim.titech.ac.jp Takayuki Makino (Mr.) International Cooperation Division</p>
Application Documents	<p>Required:</p> <ul style="list-style-type: none"> - CVs in both Japanese and English, including ID photos and handwritten signature <p>If you have previously been employed by Tokyo Institute of Technology, please indicate in your CVs the name of the division or laboratory with which you were affiliated.</p> <p>Submitted documents will not be returned.</p>
Application submission	<p>Write 「国際部国際連携課特任専門員応募書類在中」 in red ink on the front of the envelope.</p> <p>Submit your application in person or by registered mail (簡易書留) to</p> <p>General Affairs Group, International Cooperation Division International Affairs Department, S6-6 Tokyo Institute of Technology 2-12-1 Ookayama, Meguro-ku, Tokyo 152-8550</p>
Application deadline	Thursday, October 5, 2017 at 5:00 p.m.
Selection method	<p>Primary selection based on document screening (applicants will be notified of the results by email or phone)</p> <p>Secondary selection based on a written test (essay) and an interview conducted in Japanese and English</p>
Test and interview dates	<p>Thursday, October 12 and Friday, October 13, 2017</p> <p>Only shortlisted candidates will be notified of the scheduled date, time and location of their interview.</p> <p>Transportation expenses will not be covered by Tokyo Institute of Technology.</p>
Notification of results	Notification will be made via phone or email by Monday, October 16
Term of employment	<p>From November 1, 2017 to March 31, 2018</p> <p>Potentially renewable to October 31, 2022. However, this is contingent on Article 7 of the Tokyo Institute of Technology Regulations for Fixed-Term Staff and Article 7 of the Supplementary Provisions.</p>
Remuneration	<p>Annual salary: If the employment start date is November 1, 2017, 2,030,000 yen to 2,250,000 yen (total for 5 months' salary, including allowances) (Monthly salary between 406,000 yen and 450,000 yen)</p>

Working hours, etc.	<p>Working hours: Monday through Friday, 8:30 a.m. - 5:15 p.m. (7 hours and 45 minutes per day; Total 38 hours and 45 minutes per week)</p> <p>Overtime work: as needed</p> <p>Holidays: Saturdays, Sundays, national holidays, the year-end and New Year's holidays (December 29 to January 3), and other days designated by the president</p> <p>Annual paid leave: As per the regulations of Tokyo Institute of Technology</p>
Benefits	<p>Mutual Aid Associations' Health Insurance (short term), Employee's Pension Insurance, Employment insurance, Industrial Accident Compensation Insurance</p>
Housing /Commuter Pass	<p>Housing, housing allowance, commuter pass and commuting allowance are not provided.</p>