

Help Wanted: Global Learning Center Administrative Assistants (GLC-AA) for FY 2016

1. Objectives

The Administrative Assistant program employs students who strongly wish to contribute to internationalization at Tohoku University as Administrative Assistants (hereafter AAs). By having AAs assist instructors with a variety of tasks related to internationalization, the program aims to create global human resources that possess business experience.

2. Qualifications

Students enrolled as regular students at this university and possess the following:

- (1) Experience abroad, or experience with international exchange
- (2) English skills sufficient for everyday conversation
- (3) Ability to perform basic office tasks with MS Word and Excel
- (4) Sense of responsibility toward assigned tasks while employed

3. Available Positions

4 students (2 Japanese students, 2 international students)

4. Tasks

- (1) Assist with symposiums and events
e.g. assist with international exchange events, data entry
- (2) Perform ambassadorial tasks
e.g. assist foreign guests
- (3) Support development of the Study Abroad Program
e.g. gather and organize information on exchange programs at overseas universities
- (4) Provide support for international students
e.g. assist with the admission of new international students
- (5) Other tasks related to international exchange activities and international student support

5. Selection

Applicants will be selected based on a screening of their application documents and an interview.

* The following students will be preferentially hired.

- TGL students
- FGL students
- Students in need of economic support

6. Status

AAs will be employed as Temporary Part-time Staff as per Article 2 of the National University Corporation Tohoku University Temporary Part-time Staff Regulations (2004, Reg. No. 49).

7. Duration

AAs will be employed for one of the following periods:

- One year, i.e. April 1, 2016-March 31, 2017
- One semester (6 months, with an option to renew), i.e. April 1, 2016-September 30, 2016, October 1, 2016-March 31, 2017

8. Compensation

AAs will be paid in accordance with Tohoku University's regulations on compensation (depending on enrollment classification, JPY 860~1030/hour)

9. Working Hours

Each AA will work 7 to 8 hours per week.

- ❖ Applicants who can work continuously for 2 or more hours per day will be given preference.
- ❖ AAs also working under different Tohoku University programs must ensure that they do not exceed 30 hours of work total, including AA duties, per week.

10. Workplace

Room 315 on the west building of Education and Student Support Center [A01], Kawauchi North Campus, or other on-campus facility

11. Application Instructions

Please send the application form "Global Learning Center Application Form for FY 2016 Administrative Assistant" as an email attachment to the address shown below.

12. Application Deadline

February 8 (Mon.), 2016 noon

Inquiries, Application Submissions

Tohoku University Global Learning Center

(Education and Student Support Department, Student Exchange Division, General Affairs Section)

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