

Global Learning Center (GLC)

Administrative Assistant (AA) Recruitment for the 2018 Academic Year

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 academic and administrative staff members with a variety of tasks related to internationalization, the program aims to create global human resources that possess business experience.
2. Qualifications Students who are enrolled, or are scheduled to be enrolled by April 1, 2018, in both undergraduate and graduate degree programs at this university and possess the following:
 - (1) Experience abroad, or experience with international exchange
 - (2) Japanese and English language skills sufficient for everyday conversation
 - (3) The ability to perform basic office tasks with MS Word and Excel
 - (4) A sense of responsibility toward their tasks while employed
3. Recruitment Quota About 8
4. Duties
 - (1) Ambassadorial tasks (e.g. assist foreign guests)
 - (2) Support for international students (e.g. help incoming international students adjust to daily life)
 - (3) Assistance with short-term (e.g. summer) programs
 - (4) Assistance with symposiums and events (e.g. assist with international exchange events, data entry)
 - (5) Other tasks related to international exchange activities and international student support
5. Selection There will be a screening of the application documents followed by interviews to select AAs.
Note: Applicants who pass the document screening will be informed of the details of the interview no later than February 1st (Thu.).
Interviews are tentatively scheduled for February 5th (Mon.) and 6th (Tue.).
Applicants will be notified by email of their interview results around mid-February.
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 The duration of employment will be one of the two periods below:
 - One academic year, from April 1st to March 31st
 - One academic term (six months) from April 1st to September 30th, or from October 1st to March 31st.
8. Compensation AAs will be paid in accordance with Tohoku University's regulations on compensation. (depends on enrollment classification; JPY 890-1050/hour)
9. Work Schedule Varies. In general, AAs work several hours between 9:00 and 17:00, weekdays. Total work hours per week or month and amount of work will vary depending on the time of year.
※ AAs who also work under other Tohoku University programs (as TAs, RAs, etc.)

must ensure that they do not exceed 30 hours of work total, including AA duties, per week.

10. Workplace Kawauchi Kita Campus Education and Student Support Center, West Wing, Room 315, or other facilities on campus.
11. Application Instructions Please send the "AY 2018 Application Form for Administrative Assistants" as an email attachment with the Subject: "2018 AA Application" to the address shown below.
12. Application Deadline Noon, January 18 (Thu.), 2018

Inquiries, Application Submissions

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