

Global Learning Center (GLC) Administrative Assistant (AA) Recruitment for the 2024 Academic Year

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| 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 with professional experience. |
| 2. Qualifications | Students who are enrolled, or are scheduled to be enrolled by April 1, 2022, as degree students at this university and meet the following requirements are eligible (however, (6) applies to the relevant applicants only): (1) have some kind of overseas experience, or experience with international exchange (2) have Japanese and English language skills sufficient for everyday conversation (Non-native English speakers should have a TOEFL® iBT score of 70 or higher, ITP score of 520 or higher, or TOEIC® score of 700 or higher. Non-native Japanese speakers should have completed the Institute for Excellence in Higher Education's Japanese Language Education Program Level 4 (N3) or higher.) (3) feel responsible for their work while employed (4) able to work at least until March 2025 (5) able to take charge at least once a month (those applying for (1) under "4. Duties" below). |
| 3. Quota | About 10 |
| 4. Duties | (1) Work at the International Student Help Desk (2) Perform ambassadorial tasks (e.g. assist foreign guests) (3) Assist international students (e.g. help incoming international students adjust to daily life) (4) Help with short-term (e.g. summer) programs (5) Help with symposiums and events (e.g. assist with international exchange events, data entry etc.) (6) Intercultural Collaborative Learning Supporter duties (for details of activities, please refer to the concurrently recruited ICLS Application Guidelines) *Relevant applicants only. Your preference will be asked during the screening, and you will be assigned to assist with a specific subject. (7) Attend monthly meetings in-person on Kawauchi Campus (8) Perform other tasks, as requested by the GLC or Student Exchange Division |
| 5. Selection | There will be a screening of the application documents followed by interviews to select AAs. Note: <u>Applicants who pass the document screening</u> will be informed of the details of the interview by January 12 (Fri.). Face to face Interviews are tentatively scheduled between January 15 (Mon.) and 18(Thu.). Applicants will be notified by email of their results at the end of January. |
| 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 is as follows (however, hiring procedures are conducted each academic year): February 16, 2024 to March 31, 2025 (may be renewed for additional 6-month periods after October 2024) |
| 8. Compensation | AAs will be paid in accordance with Tohoku University's regulations on compensation. (JPY 940-1,100/hour, depending on enrollment classification) (Rate of pay as of AY 2023) |
| 9. Work Schedule | About two shifts/week for 3 hours/shift for duty (1) above. Shifts will be adjusted about every 1-3 months. Duties (2)-(5), (7)and (8) above are variable. In general, AAs will work several hours during weekdays between 9:00 and 17:00. Total work hours per week or month and amount of work will vary depending on the time of year. Those assisting with subjects falling under (6) will work for 1.5 to 3 hours per week. Note: AAs who also work for 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 | In person (mainly on Kawauchi campus) or online |
| 11. Application | Apply by form (URL: https://00m.in/9f60S) |
| 12. Deadline | January 8 (Mon.), 2024 |