

**Global Learning Center (GLC)**  
**Administrative Assistant (AA) Recruitment for the 2021 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 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, 2021, as degree students at this university and meet the following requirements are eligible: (1) have some kind of overseas experience, or experience with international exchange (2) have Japanese and English language skills sufficient for everyday conversation (3) are able to perform basic office tasks with MS Word, Excel, and PowerPoint (4) feel responsible for their work while employed (5) able to work at least until March 2022	
3. Quota	About 5	
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) 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: Applicants who pass the document screening will be informed of the details of the interview by March 5 (Fri.). Online Interviews are tentatively scheduled for March 9 (Tue.) afternoon. Applicants will be notified by email of their interview results in the middle of March.	
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): April 1, 2021 to March 31, 2022 (may be renewed for additional 6-month periods)	
8. Compensation	AAs will be paid in accordance with Tohoku University's regulations on compensation. (JPY 920-1080/hour, depending on enrollment classification)	
9. Work Schedule	About two shifts/week for 3 hours/shift for duty (1) above. Shifts will be adjusted about every 3 months. Duties (2)-(6) above are variable. In general, AAs will work several hours during weekdays between 9:00 and 17:00. Currently, most tasks are performed online. Total work hours per week or month and amount of work will vary depending on the time of year. 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	Currently, most tasks are performed online.	
11. Application and Information Session	Please join Google Classroom Class Code: djw6kxh	
12. Deadline	February 28 (Sun.), 2021	