

Faculty of Global and Interdisciplinary Studies (GIS), Hosei University – Recruitment of fixed contract employee

1. Type of employment: Fixed contract employee (Special Temporary Staff)
2. Number of positions: 1
3. Job description: Management and operation of the GIS Reference Room and Common Room
  - (1) Overseas study (OAS Program) related work and handling student queries
  - (2) Handling work for instructors (including non-Japanese instructors)
  - (3) Various types of work related to academic affairs requiring English language skills
  - (4) Management and organization of arrangement of Reference Room materials
  - (5) Accounting of expenses for the Reference Room and accounting work related to research expenses of faculty members
  - (6) Other general administrative work in the Reference Room and ad-hoc work set by university staff(Scope of possible changes to the above – None)
4. Required skills and abilities
  - (1) Applicants need to be able to carry out daily work in both English and Japanese. If you don't have native level Japanese, then you need to have Japanese proficiency of at least JLPT N1.
  - (2) You must be able to perform basic PC work and be able to create various documents using Word, Excel, PowerPoint, etc.
  - (3) You must be able to communicate smoothly with students, faculty, and other relevant staff and visitors, and you must take communication with relevant departments and teamwork very seriously.
  - (4) Please note that it is not possible to have an employment relationship with any other company or organization after the date of employment.
  - (5) In addition, the following experience, skills, and qualities are desirable.
    - A. Have a sense of responsibility and cooperation, and be willing to work actively
    - B. Have an interest in and are enthusiastic about working at the university and supporting faculty and students.
5. Working conditions
  - (1) Workplace: Hosei University, Ichigaya Campus  
<https://www.hosei.ac.jp/ichigaya/access/>  
(Scope of possible changes to the above – None)
  - (2) Employment period: From October 1, 2024 to September 30, 2025  
(The contract can be renewed up to four times by agreement between the university and the employee (maximum of 5 years))
  - (3) Working days: 5 days a week (Monday-Friday)
  - (4) Working hours: 9:00 - 17:00 (60 minute lunch break)\*However, you may be asked to work on holidays during class periods (substitute holiday system).  
\*Overtime: Very little (less than one hour per month on average)

(5) Salary: 300,500 yen per month (commute expenses shall be paid in accordance with internal rules)

Bonus: Twice a year (July and December) However, there is a deduction for the initial bonus.

(6) Social Insurance: Health Insurance, Employees' Pension Insurance, Employment Insurance, Long-term Care Insurance (Applicable persons only)

(7) Trial working period: None

(8) Paid holiday: Statutory annual paid leave. In addition, the University has its own internal leave (subject to internal rules).

(9) Efforts to prevent passive smoking environment: Yes (no smoking on the premises (there are outdoor smoking areas))

6. Application deadline: By no later than Monday, August 5, 2024 (by mail only)

7. Application documents (in Japanese only): Resume (designated form): Attach photo, and include your academic background, work experience, address, phone number (daytime contact information such as a mobile phone number) and email address.

\* Please write "専門嘱託応募" in red on the envelope and mail it to the address below.

\* The prescribed documents are listed in the staff recruitment guide on the University's official website entitled "採用情報". You can download it from "専門嘱託(グローバル教養学部)募集".

\* The submitted documents will only be used for the employment screening process. No information will be disclosed, transferred or lent to third parties without reasonable grounds. Please note that we will not return any application documents.

8. Screening: After the document screening, those applicants who have passed will be given the opportunity to attend an interview. (Tentatively scheduled from Tuesday, August 20, 2024)

\* Please note that you will be notified of the completion of the document screening immediately prior to the interview date.

\* Please note that applicants are responsible for their own transportation costs for the interview.

9. Submission address and Inquiries:

GIS Office, Office of Academic Affairs, Hosei University

2-17-1 Fujimi, Chiyoda-ku, Tokyo 102-8160

Tel: 03-3264-5805

Email:gis@hosei.ac.jp

Office hours

Monday - Friday: 9:00 - 17:00 (closed 11:30 - 12:30)

Saturday: 9:00 - 12:00

\* Closed on Saturdays after August 1 (Thursday)

\*The GIS Office is closed during the university summer vacation  
(From Saturday, August 10 to Monday, August 19)