

**Opening for Academic Support Staff
at the Faculty of Global and Interdisciplinary Studies (GIS), Hosei University**

1. Content of job information:

Our faculty seeks an outgoing, native speaker of English to offer academic and administrative support to faculty, staff, and students.

Job responsibilities include:

- Editing and proofreading academic papers and administrative documents in English
 - Assisting with administration of study abroad program: leading informational meetings, organizing application materials, communicating with host universities
 - Aiding staff at recruitment events, workshops, and conferences
 - Supporting a variety of other general administration requirements and student study assistance
- (Scope of possible changes to the above – None)

2. Starting date:

April 1, 2025

3. Job type:

Research/Educational Assistance

4. Employment status:

Part-time (Non-tenured)

Three days (Monday, Tuesday, Thursday) per week required, 9:00 – 17:00 including 1-hour lunch break

The contract is for one year, renewable up to four times (total of five years).

5. Minimum requirements:

- Native speaker of English
- BA degree or above in Humanities or Social Sciences
- Experience editing academic papers and educational documents in English
- Communication skills in Japanese preferred
- Competence with Word, Excel, and basic website management

6. 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 April 1, 2025 to March 31, 2026

(The contract can be renewed up to four times by agreement between the university and the employee (maximum of 5 years))

(3) Working days: 3 days a week (Monday, Tuesday, Thursday)

(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))

7. Application documents:

The following must be submitted in English.

(1) Cover letter

(2) Curriculum vitae. Include date and place of birth; citizenship; visa status, if applicable; and contact information for two personal references. Letter of reference are not required until requested. Please include your e-mail address and a recent photograph.

8. Application deadline:

All materials must be sent by post and received no later than January 31, 2025.

9. Selection process:

Short-listed candidates will be notified and given their interview date.

The interview will be carried out at Hosei University, Ichigaya Campus (Tokyo).

Please note that all costs related to attending the interview will be borne by the applicant.

10. Address for submission:

Please send all materials by registered post to:

Office of Academic Affairs Faculty of Global and Interdisciplinary Studies (GIS)

Hosei University

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

Please indicate "GIS Application Materials" in red on the envelope and send it by registered mail/ courier delivery service. Materials will not be returned unless a self-addressed stamped envelope is included with the application.

Application materials will not be accepted by e-mail. Submitted materials and personal information are kept confidential and will be used for the selection process only.

11. For inquiries only:

gis@hosei.ac.jp

12. Department website:

<https://www.hosei.ac.jp/gis/>