

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

1. Content of job information:

Our department 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

2. Starting date:

April 1, 2020

3. Job type:

Research/Educational Assistance

4. Employment status:

Part-time (Non-tenured)

Three days (negotiable) 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 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. Treatment:

300,000 yen/ month

transportation fee

7. Work location:

Ichigaya Campus

Hosei University

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

8. 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.

9. Application deadline:

All materials must be sent by post and received no later than February 7, 2020.

10. 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.

11. Address for submission:

Please send all materials by registered post to:

Department 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.

12. For inquiries only:
gis@hosei.ac.jp

13. Department website:
<http://gis.hosei.ac.jp/>