

A Call for Application for a Professor (Full-time) for the Global Admissions Office, Osaka University

Osaka University aspires to become one of the world's leading universities in research and education under the motto of 'Live Locally, Grow Globally.' We aim to nurture outstanding graduates with a global outlook, strong sense of integrity and ability to take on leadership roles in a wide range of fields.

The Global Admissions Office (hereinafter GAO) was established 1 June, 2014 as part of the university's initiative to achieve the goals outlined above. The GAO will contribute to the internationalization of education at Osaka University by facilitating recruitment and admissions of talented international students as well as Japanese students with an international background. To this end, the GAO is seeking to hire an experienced professor to move ahead this exciting agenda.

1. Position

Full-time professor (1-opening)

*Three-year contract, renewable up to 5 years based on performance.

*For more details, see the work rules and regulations of employment at the Osaka University at the website below:

http://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html

2. Affiliation and Workplace

Global Admissions Office, Toyonaka Campus, Osaka University

3. Job Description

(1) To administer and engage in assessments for undergraduate AO (Admissions Office) admissions and recommendation-based admissions;

(2) To engage in undergraduate admission reforms;

(3) To conduct research concerning admissions of higher education institutions in Japan and overseas, (which contributes to the duties and operations of GAO);

(4) To administer and engage in admissions for privately-funded international students living outside of Japan; and

(5) To fulfill other duties necessary to achieve GAO goals and objectives.

4. Employment

Determined by the Regulations Pertaining to Working Hours, Holidays and Leave for National University Corporation Osaka University Limited Term Staff

* Under the Discretionary Labor System for Professional Work

<http://www.osaka-u.ac.jp/en/guide/information/joho/files/37.pdf>

5. Salary

Based on the Salary Regulations for National University Corporation Osaka University Limited Term Academic Staff Subject to Annual Salary System

<http://www.osaka-u.ac.jp/en/guide/information/joho/files/45.pdf>

The separate regulations may apply in case where the previous employment period is included in

calculation of the “period of continuous service” defined in the Regulations Pertaining to Retirement Allowance for National University Corporation Osaka University Staff.

6. Insurance

Successful candidate will join National Public Service Personnel Mutual Aid Associations, Employment Insurance and Workers' Accident Compensation Insurance.

7. Qualifications

- (1) A Ph.D. or equivalent professional expertise and achievement in this field
- (2) To have excellent administrative, educational and research skills necessary to the execution of duties associated with this position
- (3) Experience in admissions management and administration in higher education institutions
- (4) Knowledge and understanding of secondary and higher education systems
- (5) Excellent proficiency both in Japanese and English to fulfill the responsibilities associated with this position in the GAO

8. Starting Date

1 April 2016 or as soon as possible thereafter

9. Application Documents

- (1) Curriculum Vitae (A4-size paper, free format, in Japanese)
 - A photo (taken within the last three months) must be attached
 - Include contact information (address, telephone number and e-mail address), academic history, business history, honors and awards, affiliated academic societies, degree(s) obtained, etc.
 - (2) Certificate or transcript of highest degree
 - (3) List of research publications relating to admissions and/or a summary describing your professional skills and expertise, particularly those concerning university admissions (A4-size paper, free format, in Japanese)
 - (4) List of all publications and accomplishments in education and research including those listed in item (3) above. Please submit a copy of up to three publications you consider to be important. These may include those specifically listed in item (3) above.
 - (5) A statement in both English and Japanese describing your current and future career aspirations (A4-size paper, free format, in Japanese (approx. 2,000) and in English (approx. 1,000 words).
 - (6) One letter of recommendation (A4-size paper, free format, sealed, either in English or Japanese, with telephone number and e-mail address of the referee).
 - (7) Contact details of two people who can act as additional referees if necessary (give full-name, affiliation, telephone number and e-mail address of each referee other than the person listed in (6))
- * The submitted documents will be treated as confidential and will only be used for the purpose of selection. As a general rule, we do not return any submitted materials.

10. Application Deadline

All application documents must arrive by Friday 25 December 2015 (JST).

11. Selection Process

Following documentary screening, short-listed candidates will be contacted by GAO staff to schedule an interview. This will be face-to-face (at Osaka University Toyonaka or Suita campuses) in mid- January, 2016. Travel and accommodation expenses necessary for the interview will be borne by the applicant.

* If the applicant lives outside Japan, an IT interface interview will be arranged.

12. Submission Address

Global Admissions Office, Osaka University

1-2 Machikaneyamacho, Toyonaka, Osaka 565-0043 JAPAN

* Write 'Application for faculty position at GAO' on the envelope in red.

* Send application documents by registered mail, such as EMS, FedEx, DHL, UPS, etc.

13. Contact

The Global Admissions Office, Osaka University

E-mail: gao-ina@ml.osaka-u.ac.jp

14. Additional Information

Work Regulations for National University Corporation Osaka University Limited Term Staff, etc.

http://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html

Global Admissions Office, Osaka University

http://www.osaka-u.ac.jp/en/academics/ed_support/gao

Promoting Diversity in Osaka University

For details, please refer to following URL: <http://www.osaka-u.ac.jp/en/guide/diversity>