

Job offer: Part-time Administrative Staff

School name: Graduate School of Engineering

Position	Assistant Administrative Staff
Number	One person
Place	Academic Affairs Division, Graduate School of Engineering, Osaka university (Yamadaoka 2-1, Suita City)
Job description	International Affairs related works (Translating university document and working as an interpreter for visits from universities outside of Japan...etc.)
Job criteria	<ul style="list-style-type: none"> • Non-Japanese native English speaker • Able to communicate in Japanese equivalent to JLPT N1 • Able to read and write formal letters both in Japanese and English • Necessary to obtain a status of resident or work permit which enable ones to work under the following conditions • Has the ability to perform basic computer tasks (Microsoft office Word, Excel and such)
Period of employment	From 2013/10/16 (as close to this date as possible) to 2014/3/31. *Contract may be renewed after the term of employment (N.B. Term of employment shall be no longer than 5 years in total from commencement date.).
Working days	8 days a month (except for Saturdays, Sundays and holidays), 8 hours per day
Working hours	From 8:30 to 17:15 (Lunch break, from 11:45 to 12:30)
Salary	1,347Yen/hour
Allowance	Extra payments are given for working overtime and working on holidays. (Transportation allowance, bonus, retirement allowance and other types of allowances are not included)
Insurance	The successful applicant will be requested to join the worker's accident compensation insurance.
Application	<p>Applicants can use the blank resume form sold on the market or the one provided by our facility for applying the position. Your resume should include work experience (Outlines of your previous jobs can be organized in any style) and certificates of language proficiency.</p> <p>Please write 「Application documents for the Academic and International Affairs Division's Part-time Staff included」 with a red pen on the envelope and send it to the following address.</p> <p>(Samples of Osaka university's blank resume form can be found on the web-site below)</p> <p>http://www.osaka-u.ac.jp/en/news/employ/part_office</p> <p>【Application address / contact】 〒565-0871 Yamadaoka 2-1, Suita city, Osaka prefecture Personnel Section, Graduate School of Engineering, Osaka University Tel: 06-6879-4239 Fax: 06-6879-7210 E-mail : kou-soumu-jinji@office.osaka-u.ac.jp</p>

Selection process	<p>First stage : Reviewing the application ※The result will be announced to all applicants</p> <p>Second stage : Interviews ※Applicants must prepare their own transportation fee to the interview center. Interviews are only available to applicants who passed the first stage</p>
Application date	<p><u>2013/9/30 (Mon.) [due date]</u></p>
Others	<p>(1) We do not return any application documents that have already been submitted to our office.</p> <p>(2) Interviews will be held on 2013/10/2 (Wed.).</p> <p>(3) Feel free to contact us if you have any inquiry.</p> <p>(4) Specifications of working conditions that are not listed above can be found on the “Work Regulations for National University Corporation Osaka University Part-time Staff (Temporary Part-time Staff)” etc.</p> <p>Osaka University’s work regulation web-site http://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html</p> <p>Some of the work regulations including:</p> <p>50. Work Regulations for National University Corporation Osaka University Part-time Staff (Temporary Part-time Staff)</p> <p>54. Rules Pertaining to Working Hours, Holidays and Leave for National University Corporation Osaka University Part-time Staff (Temporary Part-time Staff)</p> <p>55. Detailed Regulations Pertaining to Working Hours, Holidays and Leave for National University Corporation Osaka University Part-time Staff (Temporary Part-time Staff)</p> <p>57. Rules Pertaining to Salary for National University Corporation Osaka University Part-time Staff (Temporary Part-time Staff)</p>