

## Recruitment of Part-time Staff

Outline	Osaka University's International Affairs Division is seeking an English native speaker for translation, proofreading in English and Japanese. The main task will be translations from Japanese to English. Doing other work at the same time is acceptable. Working days and hours are negotiable.
1.Position	Assistant Administrative Staff (Translator)
2.Number of Positions	Several
3.Affiliation	International Affairs Division, Department of International Affairs
4.Work Location	Suita Campus (1-1 Yamadaoka, Suita-City, Osaka, Japan)
5.Responsibilities	You'll be assisting following duties at International Affairs Division.: -translation of university-wide notices and memos -writing English presentation scripts for international meetings and ceremonies -welcoming international guests and taking the minutes of their meetings -proofreading emails, documents, and contracts to be sent overseas -Other administrative duties within International Affairs Division.
6.Qualifications	[Essential] -native speaker of English -excellent Japanese communication (work in a Japanese office - JLPT N1 or equivalent) -excellent Japanese/English reading/writing skills -for those without Japanese nationality, a proper working visa -computer skills (office suite, etc.) -translation experience [Preferred] -working experience in universities/academic institutions -CAT tool experience
7.Term of Employment	From July 16, 2021 to March 31, 2022 *Following completion of the term, the contract may be extended subject to evaluation (the extension limit is 5 years from the starting date).
8.Probationary Period	3 months
9.Working Pattern	2-5 days per week (Monday - Friday (except holidays)), 4-8 hours per day (Up to 30 hours per week) (negotiable)
10.Working Hours	8:30 – 17:15 (Break: 12:15 – 13:00) (negotiable)
11.Wage	2,248JPY per hour (Based on the “60. Salary Regulations for National University Corporation Osaka University Part-time Staff”)
12.Benefits	Overtime Allowance, Commuting Allowance (*Bonuses, Retirement Allowance will not be paid.)
13.Insurance	Industrial Accident Compensation Insurance (Health Insurance, Employees' Pension Insurance, Employment Insurance, depending on the prescribed number of working hours per week)
14. Sending Address and	Applications must be written in English or Japanese and include the following 1. A Curriculum Vitae *Please use the university form for office workers available at the following website. <a href="https://www.osaka-u.ac.jp/en/news/employ">https://www.osaka-u.ac.jp/en/news/employ</a>

<p>Contact Information</p>	<p>2. Resume (any form) 3. Copies of Japanese proficiency certificate, description of periods of residency in Japan that demonstrate your Japanese ability, or Japanese related job experiences</p> <p>Please submit by e-mail: <a href="mailto:recruitment-kokusai@ml.office.osaka-u.ac.jp">recruitment-kokusai@ml.office.osaka-u.ac.jp</a></p> <p>*Write “Application for Assistant Administrative Staff (Translator) in International Affairs Division” in the subject line. *Attach the application documents in PDF format (with full security countermeasures).</p> <p>If any difficulty in submitting by e-mail, please submit by postal service:</p> <p>International Affairs Division, Department of International Affairs, Osaka University 1-1 Yamadaoka, Suita-city, Osaka 565-0871 JAPAN</p> <p>*Please write “Application for Assistant Administrative Staff (Translator) on the front of the envelope in red ink. *Applications should be sent by registered mail. *Submitted application documents will not be returned.</p> <p>*Personal information in the application documents will only be used for the purpose of screening and hiring procedures, and will not be disclosed to any third party. [Contact Info] E-mail: <a href="mailto:recruitment-kokusai@ml.office.osaka-u.ac.jp">recruitment-kokusai@ml.office.osaka-u.ac.jp</a></p>
<p>15.Application Deadline</p>	<p>When there is no suitable person after recruitment selections, we may extend the deadline or cease the recruitment activities. 17:00 July 6, 2021 (Japan Standard Time)</p>
<p>16. Selection Process</p>	<p>Document screening will be followed by a skill check test and interviews. *Shortlisted candidates will be notified. Please note that unsuccessful applicants will not be contacted. *Travel and accommodation fees necessary for interviews are to be covered by the applicant. For applicants residing overseas, the applicant may request an online interview.</p>
<p>17.Additional Information</p>	<p>Concerning work conditions other than above-mentioned, please refer to “56. Work Regulations for National University Corporation Osaka University Part-time Staff (Temporary Part-time Staff)” and/or related regulations. <a href="https://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html">https://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html</a> Please note the above-mentioned work conditions are as of the day this employment offer is posted, and subject to change. *Osaka University campuses and related facilities are smoke-free, except for designated areas.</p>
<p>18.Recruiter</p>	<p>National University Corporation Osaka University</p>