

Seeking to Hire 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.

The successful candidate will engage in duties related to both the admissions and administrative operations of the GAO. At the same time, he or she will have some responsibilities related to the running of the International College Office, which works closely in collaboration with the GAO.

1. Position

Full-time professor (1-opening)

*Three-year contract. Based on the performance, contract renewal is possible, but only up to a maximum of 10 years.

*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 be involved at an administrative and practical level in admissions targeting privately-funded international students being recruited from outside of Japan;
- (2) To be involved at an administrative and practical level in admissions for English-medium undergraduate degree programs;
- (3) To be involved in the selection and hosting of international students for short-term exchange including summer programs;
- (4) To be involved at an administrative and practical level in admissions targeting prospective students with the International Baccalaureate (IB) Diploma;
- (5) To be involved at an administrative and practical level with admissions targeting students from senior high schools with a specially designated status, such as Super Global High School, from the Ministry of Education, Culture, Sports, Science and Technology ;
- (6) To carry out research concerned with admissions at institutions of higher education institutions in Japan and overseas that will contribute to the smooth and high quality of operations at the GAO); and
- (7) To perform duties relating to the running of the International College including those pertaining

to item (2) above.

(8) In addition to items 1-7 noted above, to engage in other related duties necessary to realize the goals of the GOA.

*For details of the International College, please refer to the link below.

http://www.osaka-u.ac.jp/en/international/action/global30/international_college

4. Employment

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

5. Salary

Based on the Rules Pertaining to Salary for National University Corporation Osaka University Limited Term Staff

Please be aware that we are currently exploring the introduction of an annual salary system starting 1st April, 2015. This is a system where performance is rewarded through a bonus system and there is no payment of a retirement or separation allowance.

6. Insurance

Successful candidates will join an Employee Insurance and Workers' Accident Compensation Insurance and the Mutual Aid Association, the Ministry of Education, Culture, Sports, Science and Technology.

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 overseas 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 2015 or as soon as possible thereafter

9. Application Documents

(1) Curriculum Vitae (free format, in Japanese)

- A picture (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 (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 we 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 Monday 22 December 2014.

11. Selection Process

Following documentary screening, short-listed candidates will be contacted by GAO staff to schedule an interview. This will be either face-to-face (at Osaka University Toyonaka or Suita campuses) or via an IT interface in mid-January 2015.

* Travel and accommodation expenses necessary for the interview will be borne by the applicant.

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.

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

International College, Osaka University

http://www.osaka-u.ac.jp/en/international/action/global30/international_college

Promoting Diversity in Osaka University

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