

## Recruitment of Part-time Staff

1.Position	Assistant Administrative Staff
2.Number of Positions	1 (One) *Only one (1) candidate will be hired in total, either for this position or for the concurrently advertised Specially Appointed Administrative Staff position.
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 engaged in the following duties at International Affairs Division.: -Translation into English of internal notices and other documents for use within and outside the University (including some English translations into Japanese). -Preparation and revision of English texts for international conferences, ceremonies, and visits from foreign institutions. -Proofreading and editing of various English documents to be sent overseas. -Handling incoming telephone calls in English. -Other administrative duties within International Affairs Division.
6.Qualifications	[Essential] -native speaker of English -excellent Japanese communication skills (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 (including freelance and in-house experience) [Preferred] -working experience in universities/academic institutions -Translation support tool experience
7.Term of Employment	From July 1, 2026 to March 31, 2027 *Following completion of the term, the contract may be extended subject to continuity of work and performance evaluation. *The maximum cumulative contract term is 5 years from the starting date), based on “Regulations Pertaining to Contract Period of National University Corporation the University of Osaka Fixed-term Staff, etc.”
8.Probationary Period	3 months
9.Working Pattern	5 days per week in principle (Monday - Friday (except holidays)), 6 hours per day (Up to 30 hours per week) (negotiable)
10.Working Hours	8:30 - 15:15 (Break : 12:15 - 13:00) (negotiable)
11.Wage	2,484 JPY per hour (Based on the “60. Salary Regulations for National University Corporation the University of Osaka Part-time Staff”)
12.Benefits	Overtime Allowance, Commuting Allowance (*Bonuses, Retirement Allowance will not be paid.)
13.Insurance	Health Insurance of the Federation of National Public Service Personnel Mutual Aid Associations, Employees' Pension Insurance, Industrial Accident Compensation Insurance

14. Application documents	<p>Applications must be written in English or Japanese and include the following</p> <ol style="list-style-type: none"> <li>1. A Curriculum Vitae with photo attached</li> </ol> <p>*Please use the university form for office workers available at the following website. <a href="https://www.osaka-u.ac.jp/en/guide/employment/links">https://www.osaka-u.ac.jp/en/guide/employment/links</a></p> <ol style="list-style-type: none"> <li>2. Resume (any form)</li> <li>3. A copy of documents certifying Japanese language proficiency (e.g., JLPT score report).</li> </ol> <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.</p>
15. Sending Address and Contact Information	<p>Please submit by e-mail: sharedservice@office.osaka-u.ac.jp</p> <p>*Write “Application for Assistant Administrative Staff (Translator) in International Affairs Division” in the subject line. *Attach the application documents with full security countermeasures.</p> <p>If there is any difficulty in submitting by e-mail, please submit by postal service:</p> <p>Shared Services Office, Department of General Affairs, The University of Osaka 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>[Contact Info] E-mail: sharedservice@office.osaka-u.ac.jp</p>
16. Application Deadline	<p>Application deadline is noon, May 8, 2026 (Japan Standard Time), or until the position is filled.</p>
17. Selection Process	<p>Document screening will be followed by a skill check test and an interviews.</p> <p>*Shortlisted candidates will be notified within two weeks from the application deadline. Please note that unsuccessful applicants will not be contacted. *Travel and accommodation expenses necessary for interviews are to be covered by the applicant. For applicants residing overseas, the applicant may request an online interview.</p>
18. Additional Information	<p>Concerning work conditions other than above-mentioned, please refer to “56. Work Regulations for National University Corporation the University of Osaka 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></p> <p>Please note the above-mentioned work conditions are as of the day this employment offer is posted, and subject to change. In principle, there will be no changes to the affiliation, work location, or responsibilities after employment.</p> <p>“Deemed exports” related to security export control are based on “Regulations Pertaining to Security Export Control”. <a href="#">Rules and Regulations – The University of Osaka</a></p> <p>We also particularly encourage applications from female candidates. The University of Osaka is committed to promoting gender equality and providing various supports for female academic staff members.</p>

	<p><a href="http://www.di.osaka-u.ac.jp/en_lp/">http://www.di.osaka-u.ac.jp/en_lp/</a></p> <p>* The University of Osaka campuses and related facilities are smoke-free, except for designated areas.</p>
19.Recruiter	The University of Osaka