

An Invitation for Specially Appointed Faculty Position (Full-time)
at the Global Admissions Office, Osaka University

Osaka University aspires to become one of the world leading universities in research and education under the motto of 'Live Locally, Grow Globally,' and to nurture outstanding graduates with a strong sense of morality and global outlook, who will take the lead in a wide range of fields.

The Global Admissions Office (hereinafter referred to as 'GAO') was just established 1 June 2014 as part of the university's initiative to achieve these goals. GAO contributes to the internationalization of education at Osaka University by facilitating recruitments and admissions of talented international and Japanese students. To this end, faculty at GAO is expected to conduct research, develop and implement admissions based on Osaka University's admission policy.

1. Position

Specially Appointed Associate Professor (full-time)

*Or Specially Appointed Lecturer, depending on applicant's qualifications and experiences.

2. Number of Positions

2

3. Affiliation and Workplace

Global Admissions Office, Toyonaka Campus, Osaka University

4. Job Description

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

(2) To administer and engage in admissions for the English-taught undergraduate degree programs;

(3) To select and host international students for short-term exchanges such as summer programs;

(4) To administer and engage in admissions for prospective students with the International Baccalaureate (IB) Diploma;

(5) To administer and engage in admissions from senior high schools with specially designated status from the Ministry of Education, Culture, Sports, Science and Technology such as Super Global High Schools;

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

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

5. 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

6. Salary

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

7. Insurance

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

8. Qualifications

- (1) Highest earned degree such as Ph.D. or equivalent professional expertise and achievement in this field
- (2) Experience in admissions management and administration in higher education institutions
- (3) Knowledge and understanding of overseas secondary and higher education
- (4) Excellent Proficiency both in Japanese and English to fulfill responsibilities of the Office

9. Starting Date

1 November 2014 or as soon as possible thereafter

* Term of employment shall be three years from the commencement date. Contract may be renewed based on performance

10. Application Documents

Documents (1) and (3) should be prepared in Japanese.

Document (4) should be prepared in English.

Document (5) should be prepared either in English or Japanese.

* 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.

(1) Curriculum Vitae (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, research history, honors and awards, affiliated academic societies, degree(s) obtained, etc.

(2) Certificate or transcript of highest degree

(3) List of publications and research and/or a summary describing your professional skills and expertise, particularly those concerning university admissions (A4-size paper, free format, in Japanese)

(4) A statement (double-spaced in English, approximately 2-3 pages on A4-size paper) describing your current and future career aspirations. Please explain your qualifications and experiences which are conducive to work and responsibilities at the Global Admissions Office, Osaka University.

(5) One letter of recommendation (sealed, either in English or Japanese, with telephone number and e-mail address of the referee).

11. Selection Process

Following documentary screening, short-listed candidates will be interviewed either face-to-face or via an IT interface on 26 or 27 August, at Osaka University Toyonaka or Suita campuses.

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

12. Submission Address

Recruitment Team, 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. Application Deadline

All application documents must arrive by Tuesday 5 August 2014.

14. Contact

Global Admissions Office, Osaka University

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

15. 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>