

**National University Corporation Tohoku University**  
**Institute for Excellence in Higher Education**  
**Call for Applicants**

**Recruitment Number: ARC2023-1**

- 1. Number of positions and job title:** We are seeking one associate professor
- 2. Affiliation:** Section of Admissions, Institute for Excellence in Higher Education  
The associate professor will belong to the Admission Center.  
\*Location: Tohoku University Admission Center, 28 Kawauchi Aoba-ku Sendai  
Miyagi 980-8576
- 3. Duties:** Successful candidates will perform the following tasks in cooperation with other faculty and staff.
  - (1) Planning and implementation of public relations for admissions in Japan and abroad.
  - (2) Research that contributes to the improvement of Tohoku University's admissions based on the "Fourth Medium-Term Goals and Plan".
  - (3) Empirical research on the educational environment that forms the basis for university entrance examinations and on university entrance examinations in general.
  - (4) Planning and implementation of undergraduate entrance examinations and consultation in cooperation with faculty members of the Admission Center, the Admission Division, and faculty members in charge of undergraduate entrance examinations in departments.
  - (5) Recruitment of international students and planning of global admissions.
- 4. Required Qualifications and Conditions:**
  - (1) Education  
A doctoral degree or expected to obtain it soon.
  - (2) Teaching and Advising  
Preferably candidates will have experience teaching students at universities or graduate schools.
  - (3) Work and Research experience  
Experience working in a department in charge of admissions (such as an admission center at an individual university), a department in charge of IR (Institutional Research), a department in charge of accepting international students, or experience

working in domestic or international university admissions or admissions public relations is desirable.

Research achievements related to university or graduate school entrance examinations or admissions public relations in Japan or abroad are desirable.

**(4) Other**

The candidate must be willing to actively pursue research and practice (including planning, liaison and coordination with internal university departments and external organizations such as high schools) related to university admissions and admissions public relations in Japan and abroad.

The candidate must be capable of teaching classes and supervising students in cooperation with other departments within the university. It is desirable for the candidate to have operational skills in foreign languages, knowledge and operational skills in statistics, and knowledge and skills in the management and operation of ICT systems.

Excellent communication skills and fluency in Japanese is preferred.

**5. Start Date:** 1<sup>st</sup> Apr. 2024 or at earliest possible date

**6. Salary and Benefits**

Determined in accordance with Tohoku University's employment regulations.

Employment status: Full Time

Term of office: Tenured

**7. Application materials**

- (1) Curriculum Vitae Including education, work experience, and photograph attached (in a format of your choosing).
- (2) List of your research and educational achievements (for research achievements, divide into books, papers, conference presentations, and others, and indicate whether they are peer-reviewed or not).
- (3) Three major research papers or books (Copy is allowed) and a summary of the major papers (of around 300 words for each paper).
- (4) Summary of past educational and research achievements and research of domestic and international university admissions including graduate schools.

(of around 2000 words)

(5) Summary of your aspirations regarding the planning, implementation, and research of domestic and international university admissions and admissions public relations (of around 2000 words).

(6) Names, affiliations, and contact information of two persons who can give their opinions on the applicant.

## **8. Application Deadline**

Application documents must arrive by 9<sup>th</sup> January 2024

**9. Selection process:** After an initial screening process (based on the documents), an interview will be conducted. (Travel and accommodation expenses for the interview will be borne by the applicant. The interview may be conducted online depending on the circumstances.)

## **10. Address to which applications should be sent**

By e-mail:

Applicants are required to submit the above six documents in pdf format with a password attached. The password must be provided by separate e-mail. Indicate "ARC2023-1" in the subject field.

E-Mail: arc2023-1(at)grp.tohoku.ac.jp

\*Change (at) to @

Note: Be sure to confirm receipt of your application. If you do not receive the receipt notice by two days (excluding Saturdays, Sundays, national holidays, and other holidays) after the date of submission, be sure to call to confirm whether or not the application documents have been received.

Documents submitted will not be returned.

## **11. Contact Details**

① Inquiries about Recruitment, etc.;

Vice director of Admission Center

Prof. Tomohiro Miyamoto

Admission Center, Section of Admissions, Institute for Excellence in Higher Education

E-Mail: tomohiro.miyamoto.b2 (at) tohoku.ac.jp

\*Change (at) to @

② Inquiries about Application materials;

Toshiya Otomo, Section Chief

Admission Planning and Research Section,

Admission Division, Education and Student Support Department

28 Kawauchi Aoba-ku Sendai Miyagi 980-8576

TEL: 022-795-4804

E-Mail: arc2023-1(at)grp.tohoku.ac.jp

\*Change (at) to @

③Reference

Section of Admissions, Institute for Excellence in Higher Education, Tohoku University Website:

<http://www.ihe.tohoku.ac.jp/>

Admission Center Website page:

[http://www.ihe.tohoku.ac.jp/?page\\_id=7352](http://www.ihe.tohoku.ac.jp/?page_id=7352)

Tohoku University "Fourth Medium-Term Goals and Plan"

<https://www.bureau.tohoku.ac.jp/kohyo/kicho/itiran2023.pdf>

## 12. Remarks

- We may ask you to make a presentation during the selection process.
- We may request a visit to observe candidates (teaching, etc.) at their workplace as part of the selection process.
- Tohoku University promotes activities to increase Diversity, Equity, and Inclusion (DEI) and encourages people of varied talents from all backgrounds to apply for positions at the university.

Tohoku University's website about the DEI Declaration is here:

<http://tumug.tohoku.ac.jp/dei/>

- In accordance with Article 8 of the Act on Securing, Etc. of Equal Opportunity and Treatment between Men and Women in Employment, Tohoku University shall, as a measure to improve the enrollment rate of female faculty members, women are given priority in employment if they are deemed to have equal abilities required for the job

based on fair evaluation.

- Tohoku University has published 'Tohoku University-Live as Who You Are-Guidelines for Gender and Sexual Diversity' to provide explanations and details of how those at the university should respond with respect to diverse sexuality. The purpose of the guidelines is to create an environment in which all students, faculty, and staff respect diverse sexuality in their academic, research, and professional activities. Please see the Tohoku University Center for Gender Equality Promotion website: [http://tumug.tohoku.ac.jp/tu\\_guideline\\_rev2-2/](http://tumug.tohoku.ac.jp/tu_guideline_rev2-2/)
- Tohoku University has the largest on-campus childcare system of all Japanese national universities. This network comprises three nurseries: Kawauchi Keyaki Nursery school (capacity: 22) and Aobayama Midori Nursery school (116), both open to all university employees, as well as Hoshinoko Nursery school (120), which is open to employees working at Tohoku University Hospital. In addition, Tohoku University Hospital runs a childcare room for mildly ill and convalescent children which is available to all university employees.
- See the following website for information on these and other programs that Tohoku University runs to assist work-life balance, to support researchers, and to advance gender equality, including measures to promote childcare leave among male employees.

Tohoku University Center for Gender Equality Promotion website:

<http://www.tumug.tohoku.ac.jp/en>

Human Resources and Planning Department website:

<https://c.bureau.tohoku.ac.jp/jinji-top/external/a-4-kosodate/>