

19 December 2024

ATTN: Dirs. of Relevant Institutions

Job Announcement (Request)

Dir. of Institute for Excellence in Higher Education  
TAKIZAWA Hirotsugu

Greetings

I hope you are all having a pleasant and productive year.

As one of Japan's designated Universities of International Research Excellence, Tohoku University is pursuing reforms to its educational system aimed at promoting internationalism and openness. On April 1, 2025, we will inaugurate a new "Integrated Admission Organization" to lead student selection, and consequently we are seeking Specially Appointed Professors for the Student Recruitment & PR Strategy Division.

I apologize for asking at this busy time of year, but I request that you kindly pass this information on to the relevant people at your institutions.

Best regards

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Open Recruitment No.: ARC2024-1

1. Post: Instructors will be posted to the Integrated Admission Organization's Student Recruitment & PR Strategy Division.

\*Workplace: Miyagi Prefecture, Sendai City, Aoba-ku, Kawauchi 28

2. Openings: 2

3. Positions: Specially Appointed Professor (administrative), Specially Appointed Associate Professor (administrative), Specially Appointed Senior Assistant Professor (administrative), Specially Appointed Assistant Professor (administrative)

\*Position will be determined based on experience etc.

4. Field of Specialization: We are seeking people with practical experience relevant to overseas recruiting, overseas PR activities, student admissions, etc.

5. Duties: Appointees will work with other staff to perform the following tasks.

- (1) Overseas recruitment planning/implementation (① outreach to top schools in priority countries/regions, ② outreach via international accreditation educational institutions, ③ coordination/activities with overseas agents/liaisons)
- (2) Overseas recruitment strategy proposals and survey research related to operational improvements
- (3) Coordination with various Gateway College departments

6. Qualifications

- (1) Academic: The candidate should possess a master's degree or higher, or equivalent/greater abilities/practical experience. The candidate should have advanced English communication proficiency.
- (2) Professional: Candidates with domestic or overseas work experience in overseas recruiting,

overseas PR activities, international student admissions etc. are preferred.

- (3) Other: Candidates should be motivated to actively promote student recruitment domestically and abroad and research/implementation related to PR activities (including coordination with TU departments, and external higher education institutions domestically and abroad). Candidates with knowledge and ability related to data analysis and ICT system administration/usage are preferred.

7. Term of position: 5 years from time of appointment Upon completion of this term, the candidate may be hired without term limitations (retirement system applies) upon evaluation of their work achievements.

8. Est. starting date: April 1, 2025 or as soon thereafter as possible

9. Salary: Determined by Tohoku University's regulations for specified-term employees.

#### 10. Application Materials

- (1) Curriculum Vitae (education history, employment history, photo required) (use official form)

\*The form can be downloaded using the URL below.

[https://c.bureau.tohoku.ac.jp/jinji-top/external/resume\\_cv/](https://c.bureau.tohoku.ac.jp/jinji-top/external/resume_cv/)

- (2) Description of professional activities (Describe work experience and achievements in detail. Also describe any relevant research papers, reports, presentations, etc.), any format

- (3) Goals for overseas and domestic student recruitment and PR activity planning/implementation (approx. 2000 characters) in Japanese or English

- (4) Proof of English proficiency

11. Application Deadline: January 31 (Fri.), 2025 (late applications not accepted)

12. Screening method: review of submitted documents and interview (travel expenses for the interview must be borne by the candidate; interviews may be held online depending on the situation)

#### 13. Inquiries:

- (1) Inquiries about open recruitment

Tohoku University, Institute for Excellence in Higher Education, Admission Center

Deputy Director (Prof.) MIYAMOTO Tomohiro

Email: tomohiro.miyamoto.b2(at)tohoku.ac.jp (Replace (at) with @)

- (2) Document submission

980-8576 Sendai-shi, Aoba-ku, Kawauchi 28 Tohoku University, Education and Student Support Department, Admission Division

Admission Operations Section Director ÔTOMO Toshiya

Phone: 022-795-4804

Email: arc2024-1(at)grp.tohoku.ac.jp (Replace (at) with @)

- (3) Relevant URLs

Tohoku University Institute for Excellence in Higher Education: <http://www.ihe.tohoku.ac.jp/>

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

Tohoku University the Only Candidate Currently on MEXT's "University for International Research Excellence" Shortlist (News item from September 1, 2023)

[https://www.tohoku.ac.jp/en/news/university\\_news/university\\_for\\_international\\_research\\_excellence.html](https://www.tohoku.ac.jp/en/news/university_news/university_for_international_research_excellence.html)

\* Provides Tohoku University's plan for systemic improvements (1st draft) for the Universities of International Research Excellence program.

14. Submission Instructions: Submissions are accepted by email.

Send the necessary materials as digital files to the email address above (arc2024-1(at)grp.tohoku.ac.jp). The files should be in password-protected PDF format. Inform us of the password in a separate e-mail message. Please enter "ARC Open Recruitment No.: ARC2024-1" as the message's Subject field. Be sure to confirm that you received notification of receipt of the materials. If you do not receive the notification of receipt within two business days (excluding weekends, national holidays, or other non-business days), please inquire by telephone to confirm that your materials were received.

15. Other:

- Tohoku University is committed to promoting equality and actively encourages applications by people from diverse backgrounds.
- Based on Article 8 of Japan's Act on Securing, Etc. of Equal Opportunity and Treatment between Men and Women in Employment, if multiple candidates are determined, through impartial assessment, to possess equal abilities required for a position, women will be preferentially hired as part of our efforts to improve the ratio of women instructors at the university.
- Tohoku University offers some of the best daycare services in Japan, with all employees having access to the Kawauchi Keyaki Nursery (limit: 22), Aobayama Midori Nursery (limit: 116), and for those in the Seiryō area, the Hoshinoko Nursery (limit: 120). Employees can also use the Tohoku University Hospital care center for children recovering from light injuries/illness.
- For further details on equal support efforts, promotion of research support, and inclusive participation, see the URL below.

Tohoku University Center for Diversity Equity & Inclusion website: <https://dei.tohoku.ac.jp/>

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