

Hokkaido University Office of International Affairs
Coordinator (Academic Specialist) Open Recruitment

As part of its efforts at promoting internationalization, Hokkaido University is seeking coordinators (academic specialists).

The Office of International Affairs currently has 6 coordinators who focus exclusively on campus-wide internationalization (an internationalization strategy formulation support officer, a short-term dispatch program planning officer, a recruiting and foreign student fair officer, a counseling officer, a Nitobe College officer, and a regulation and document multilingual internationalization officer).

In order to further promote internationalization, the university is welcoming applications from a wide range of applicants.

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| 1. Number of Positions | 2 |
| 2. Position | Coordinator (academic specialist) |
| 3. Location of Position | National University Corporation Hokkaido University Office of International Affairs (Kita 15, Nishi 8, Kita-ku, Sapporo) |
| 4. Work Duties | (I) or (II) below. |

Coordinator (I)

- (1) Development and leadership of student overseas study program
- (2) Guidance and advice regarding student overseas study
- (3) Other PR, contact and coordination, administrative work, etc. related to student overseas study

Coordinator (II)

- (1) Living support (counseling, peer support, etc.) and psychological adaptation support for international students and researchers
- (2) Psychological adaptation and living related guidance and advice for Japanese students studying abroad
- (3) Planning and implementation of exchange programs for exchange between international students and Japanese students / members of the local community
- (4) Other support related to the stays of international students and researchers and study abroad by Japanese students

5. Qualifications

Applicants must satisfy all of the requirements for (I) or (II) below.

Coordinator (I)

- (1) Applicants must have experience studying abroad or in providing students with guidance and advice regarding studying abroad

(2) Applicants must be able to perform work in both Japanese and English

(3) Applicants must have bachelor's degrees or above

Coordinator (II)

(1) Applicants must have work experience in providing psychological adaptation and living related guidance and advice for international students and researchers, or work experience in providing psychological adaptation and living related guidance and advice for Japanese students studying abroad

(2) Applicants must be able to perform work in both Japanese and English

(3) Applicants must have bachelor's degrees or above

(4) Applicants should preferably have a clinical psychologist certification or corresponding certification

(5) Applicants should preferably have work experience in planning and implementing of exchange programs for exchange between international students and Japanese students

6. Planned Hire Date

As soon as possible after October 1, 2014

* Exact hiring dates will be decided upon consultation with successful candidates.

7. Employment Period

From hiring date until March 31, 2016.

(Period may be extended depending on work results, etc. However, maximum length of employment is 5 years.)

8. Pay Pay based on university regulations (equivalent to Assistant Professor pay)

9. Work Hours

(1) Work days: Monday to Friday

(2) Work Hours: 8:30 a.m. to 5:00 p.m.

(3) Break Hours: 12:15 p.m. to 1:00 p.m.

(4) Overtime Work: Yes

(5) Non-Working Days: Saturday, Sunday, days defined by law as national holidays, December 29 to January 3, other days specified by the university

(6) Holidays: Annual paid leave, etc. is offered in accordance with university regulations

10. Application Documents

(1) Curriculum vitae (with photograph)

(2) Work history (free form)

(3) Explanation of your motivation for applying and your aspirations upon being hired (free form, 800 to 1,200 characters)

* Application materials are to be submitted in Japanese.

* In application material (3) clearly indicates whether you are applying for the coordinator (I) or coordinator (II) position.

- * Please note that application materials will not be returned.
- * Information provided in application materials will not be used for any purpose other than candidate selection.

11. How to Apply

Send all application documents by postal mail, etc., with means for confirming their arrival (simple registered mail, etc.) to the following address. (Basically, applications may not be submitted by e-mail)

Kita 15, Nishi 8, Kita-ku, Sapporo, Hokkaido 060-0815
Toshinori Kamoshida, Division of International Relations, Office of International Affairs, Hokkaido University

- * Write "Coordinator Application Documents Enclosed" in red on the envelope.
- * Telephone number: 011-706-8022
- * E-mail address: general@oia.hokudai.ac.jp

12. Application Deadline Must arrive by August 29, 2014

13. Selection Method

After document screening, interview examinations will be held.

- * Interview examinations are to be held at the Hokkaido University Office of International Affairs (in Sapporo) in early September 2014.
- * Interview examination participants are responsible for their own travel expenses, etc.
- * No answers will be provided to questions or inquiries regarding applicant selection.

14. Other

For information regarding the Hokkaido University Office of International Affairs please see

<http://www.hokudai.ac.jp/international3/>

For information regarding office organization, please see

<http://www.oia.hokudai.ac.jp/international-affairs/office-of-international-affairs/>