

Job Opening for Admissions Coordinator at Nagoya University Admission Division
(Maternity Leave Replacement)

The International Admission Office (Global 30 International Programs. Located within the Admission Division at Nagoya University seeks to hire a dynamic candidate for the role of Admissions Coordinator as a temporary replacement for a staff member on maternity leave for the duration of one year.

Department: Nagoya University, Admission Division, Education and International Affairs Department, Furo-cho, Chikusa-ku, Nagoya, Aichi, Japan

Main Responsibilities: The International Admissions Office of Nagoya University is a unit of the Admission Division that conducts student recruiting and admissions for the G30 International Programs in order to increase enrollment of qualified international students.

As part of the team, the successful candidate is required to professionally represent the University during recruiting activities such as communicating with potential students, their parents, and school counsellors within Japan and abroad during school visits and international student fairs. Qualified candidates ideally possess strong cross-cultural communication skills and will be able to give lively and informative presentations about Nagoya University and be able to communicate effectively by telephone, email, other electronic outlets as well as in person (customer service).

Duties related to admissions include counseling the applicants throughout the application process, completing all procedures related to the admission of international students to the G30 international programs such as processing, reviewing and assessing application documents, credential checks, and data management.

The successful candidate is required to manage the international admissions website, student brochures, and other recruitment materials, including taking care of the social media outlets, applying excellent organizational skills and the ability to prioritize.

The capability to work under pressure of competing deadlines; the capacity to work independently as well as in a team environment is vital to fulfill all administrative duties related to the mission and responsibilities of the international admissions office.

Minimum required qualifications:

- Fluent in written and spoken English (Non-native speakers are welcome to apply but should send scores of English proficiency test results such as IELTS or TOEFL, if available). Candidates who can speak, read and write additional language(s) are strongly encouraged to apply.

- Japanese language conversation level preferred.
- Professional verbal and written communications.
- Computer skills including ability to use software such as Microsoft Word, Excel, and PowerPoint. Preferably knowledgeable in website administration.
- Ability to work independently, under limited supervision, and provide solutions to complex problems. Must be detail oriented and able to prioritize work effectively.
- Willingness to travel internationally (it may be necessary to travel between 30 and 50 days a year) for various recruiting activities. Hardy and willing to travel under demanding environments. Preparedness for public speaking and ability to present the University in a positive way to diverse audience.
- Valid driver's license and passport, preferred.
- A bachelor's degree is required.

Post details:

Employment Period: From August 1, 2018 to March 31, 2019

(The starting date is flexible. All contracts are based on the Japanese academic calendar meaning that the term is April 1st to March 31 the next year). The contract may be renewed up to October 31, 2019.

Working Hours: Monday to Friday, 8:30 to 17:15 (weekly total: 38 hours 45 minutes, daily total: 7 hours 45 minutes)

Overtime Compensation: Yes

Holidays: Saturdays, Sundays, National Holidays, end of year holidays (12/29-1/3)

Paid holidays: Annual (No paid holidays can be taken in the first six months of the contract), designated summer holidays

Salary: Annual Salary 2.7 million yen (Monthly Salary 225,000 yen)

Commuting allowance: Up to 55,000 yen/month if eligible to receive the allowance

Others: Bonus and lump-sum payment of retirement benefit are all included in the salary listed above.

Benefits: Membership in health insurance, welfare pension, employment pension insurance and workers' accident compensation insurance.

Application Instructions

Deadline for application: July 23, 2018 by 15:00 (Japan Time)

Application materials: CV with photograph attached must be posted by registered mail or brought directly to the Admissions Office. Application materials will not be returned to the applicant.

Selection process: The screening consists of two steps: paper screening and interview. Interviews for short-listed candidates will be conducted on July 25, 2018. Detailed information for the interviews will be announced later.

Application submission and contact address: Admission Division, Education and International Affairs Department, Nagoya University (Room Number 105, 1st Floor, Graduate School of International Development Building) Furo-cho, Chikusa-ku, Nagoya, Aichi, 464-8601, Japan Tel: (052)747-6505, Fax: (052)747-6526

Contact person: Mrs. Kawazu

Note: Please write 「入試課（AO）契約職員応募書類在中」 or “Application Documents for Admissions Coordinator Enclosed” on your envelope in red pen.

Important: The University will not be able to compensate candidates for travel costs to the interview.