

Application Guidelines for Academic Specialist of the European Center,
Nagoya University, Japan
(Department of International Planning, International Collaboration Planning
Center, Institute of International Education & Exchange)

Nagoya University has established its European Center in Freiburg, Germany, for the purpose of promoting academic and educational exchange with European institutes of higher education and research organizations. For the European Center to carry out its duties smoothly, the University is accepting applications for the position of Academic Specialist as described below.

1. Position title and number of openings:

Academic Specialist (fixed-term, regular employee), one opening

2. Affiliation: Nagoya University European Center (Department of International Planning,
International Collaboration Planning Center, Institute of International Education
& Exchange)

3. Job Description:

Support the Director of the Center and conduct the duties below in the Nagoya University European Center:

- (1) Plan and implement the Center's projects as Nagoya University's base of activities in Europe, such as those related to research, education and international exchange;
- (2) Manage and operate the European Center;
- (3) Promote the study abroad opportunities available at Nagoya University and support the development of credit transfer systems and joint education programs;
- (4) Promote and facilitate the University's education, research, international exchange and other activities, as well as conduct surveys on higher education;
- (5) Support various other activities, such as research exchange, industry-academia collaboration, and networking with alumni;
- (6) Perform other duties relating to the operation of the Center.

4. Applicant Eligibility:

- (1) Academic degree: Persons who have graduated university
(Persons who have earned (or are expected to earn) a master's or higher degree are preferable.)
- (2) Language proficiency: Persons who can smoothly perform the above duties in English, German, and Japanese
- (3) Persons who have a broad outlook and passion for promoting international exchange and supporting international students
(Persons who have experience with international activities, either within or outside of their home countries, are preferable.)

5. Employment Term:

October 16, 2018 (or the earliest possible date after October 16, 2018) to March 31, 2019

(When the term of employment expires, the contract may be extended depending on an evaluation based on the criteria for extension. However, even if the contract is extended, the term of employment shall be until March 31, 2021. The maximum employment age is 60 years old and the contract will expire on March 31 of the academic year in which the employee turns 60 years old.)

6. Working Conditions:

Working days and hours: In general, five days a week, Monday through Friday, 8:30 am to 5:15 pm (break time (12:00-1:00 pm) excluded.)

Holidays: Saturdays, Sundays, National Holidays in Germany, and other holidays prescribed in the Nagoya University Rules on Exceptions to Employee Work Rules for Employees

Working at Overseas Bases

Leaves: Annual Paid Leave, Special Leave, etc.

Monthly Salary: 400,000 ~ 500,000 yen (determined by experience and other circumstances)

* The monthly amount is based on the University's annual salary system.

Social Insurance: Enrollment in the MEXT Mutual Aid Association (health insurance), Employee's Pension, Employment Insurance, Worker's Compensation Insurance, and other insurances prescribed in the Nagoya University Rules on Exceptions to Employee Work Rules for Employees Working at Overseas Bases

7. Selection Methods:

(1) Preliminary screening: Document screening

(2) Secondary screening: Interview (only for those who have passed the document screening)

8. Application Documents:

(1) CV/Resume (with e-mail address, format not specified)

(2) List of achievements: History of achievements or activities relating to the work duties above (language proficiency should be included.)

(3) Reasons for application and your aspirations

(A4 format with approximately 1,200 characters of Japanese, or three pages of double-spaced English in A4 format)

(4) A letter of recommendation (required), as well as the name and contact information of a reference who can attest to the applicant's qualifications

9. Application Deadline: Friday, September 14, 2018 (must arrive no later than 5:00pm)

10. Contact:

Yasuhiro DOI

Director of the Nagoya University European Center / Nagoya University's Presidential Advisor (International Affairs)

E-mail: doi@soec.nagoya-u.ac.jp

11. Submission of Documents:

Ms. Nozomi NIMURA

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TEL: 052-789-5684

Please write "Contains application documents for the European Center's Academic Specialist position" in red on the front of the envelope, and send it via simple registered mail.

12. Other:

(1) Travel expenses for the interview will not be covered by the University.

(2) Submitted application documents will not be returned. Application documents will be used only for the purpose of applicant screening and will not be used for other purposes.