

Application Guidelines
Full-Time Faculty or Academic Specialists for Mongolia Base of
Nagoya University Global Multi-Campus
Asia Co-Development Division

Nagoya University Global Multi-Campus (hereinafter referred to as "Nagoya University") has been strengthening its international collaboration with overseas universities and institutions, promoting global education, research, and industry-academia partnerships. As part of this organizational restructuring, we are recruiting faculty members of academic professionals to manage and operate our Mongolia base.

1. Position & Number of Positions

Position: Full-time Faculty or Academic Specialist (1 position)

Note: Academic specialists will engage in planning, management, and other tasks utilizing their specialized knowledge, working collaboratively with faculty and administrative staff.

2. Affiliation

Global Multi-Campus, Asia Co-Development Division

3. Job Description

The selected candidate will work within the Asia Co-Development Division of the Global Multi-Campus, collaborating with other staff members to carry out the following duties. Please note that the Division is expected to be established in April 2025, with approval pending.

At the time of employment:

- (1) Manage and operate the Mongolia base of Nagoya University.
- (2) Support Nagoya University's activities in Mongolia, including the Asia Satellite Campus Institute and the Research and Education Center for Japanese Law.
- (3) Strengthen collaboration with relevant government agencies, international organizations, private enterprises, and alumni in Mongolia.
- (4) Assist in recruiting international students and developing educational programs, leveraging international collaborations.
- (5) Coordinate and support joint research and projects aimed at solving societal issues through these partnerships.
- (6) Collaborate and coordinate with relevant departments and organizations of Nagoya University to facilitate the above tasks.

Scope of Change:

In principle, the duties will remain as described above, but changes may occur within the scope designated by the

Tokai National Higher Education and Research System.

Location

(Right after being hired) Mongolia Base (Ulan Bator, Mongolia)

(Scope of Change) Place of employment in Mongolia designated by the Tokai National Higher Education and Research System.

4. Qualifications

- (1) A bachelor's degree or higher.
- (2) Strong communication and teamwork skills.
- (3) Proficiency in Japanese, English, and Mongolian, with the ability to perform duties in these languages.
- (4) Familiarity with Mongolia social affairs and Nagoya University's activities in Mongolia, and sufficient capabilities to manage the Mongolia base effectively.

5. Start Date

April 1, 2025

6. Term of Employment

Until March 31, 2026 (with the possibility of renewal, typically up to a maximum of 3 years).

Trial period: Yes (6 months from the date of employment)

7. Salary & Benefits

Salary will be determined based on Nagoya University's salary regulations for full-time staff, considering academic qualifications and professional experience.

8. Required Documents

Applicants should submit the following documents:

- (1) Resume (with a photograph, email address [mobile email addresses are not accepted], including information on awards, and a list of relevant achievements related to the job description).
- (2) A statement outlining relevant achievements and activity history (1-2 pages, in Japanese or English), and representative works including a PDF of major achievements; e.g., achievements in education and research and their relevant publications, and/or in planning, management utilizing the specialized knowledge.
- (3) A statement of personal goals and expectations for the position (1-2 pages, in Japanese or English).
- (4) Two references, including their affiliations, names, and contact information.
- (5) Additional relevant documents that may support your application.
- (6) Self-declaration of compliance with the "Declaration of applicable specific categories" (relevant to the export control of sensitive technologies) based on the flowchart for determining applicable categories. A signed

pledge will also be required upon hiring. Forms can be obtained from the following URL:
<https://www.i.nagoya-u.ac.jp/resume/>

9. Application Deadline

By January 13 (Mon), 2025 (Applications must be received by this date)

Please combine all application documents into a single PDF file, compress the file into a ZIP folder, and email it to the address below. In the subject line of the email, please write "Application for Mongolia Base (Your Name)".

10. Selection Process

First round: Document screening

Second round: Interview (for candidates passing the document screening); conducted either in-person or online.

11. Submission and Inquiries

Address:

Naoko Okada (Ms.)

Nagoya University Asian Satellite Campuses Institute

Chikusa, Nagoya 464-8601, Japan

Email: asia-campus[at]t.mail.nagoya-u.ac.jp (Please replace [at] with @)

(Language: Japanese and English accepted)

12. Related Links

Nagoya University Global Multi-Campus:

https://www.iech.provost.nagoya-u.ac.jp/intl_dev/gmc/

13. Other Notes

Applicants are responsible for their own travel expenses for the interview.

All documents submitted will be handled according to Nagoya University's personal information protection policies and will be disposed of properly after the selection process.

Nagoya University actively promotes gender equality and encourages both male and female applicants.