Nagoya University Global Multi-Campus (GMC) Institute
Recruitment of an Academic Specialist in Strategic Partner University Division

The Nagoya University Global Multi-Campus (GMC) Institute is working to expand systematic, high-quality partnerships in education and research with leading universities in the Asia-Pacific, North America, and Europe. To this end, it has selected world-class universities with potential for diverse, university-wide collaboration as "Strategic Partner Universities (SPUs)." Nagoya University and these partner universities are establishing physical campuses at each other's institutions and using them to advance international co-learning programs, joint research, and multi-sectoral collaboration involving academia, industry, government, and civil society. Through these efforts, the Institute aims to strengthen Nagoya University's capacity to develop talent for global innovation and to enhance the University's international presence. We are seeking an Academic Specialist to plan and support these initiatives in collaboration with locally based faculty and staff, as outlined below.

1. Affiliation and Location

Strategic Partner University (SPU) Division, Global Multi-Campus (GMC) Institute, Nagoya University (Furo-cho, Chikusa-ku, Nagoya, Japan)

2. Position and Number of Openings

Academic Specialist (fixed-term regular staff) – 1 position

3. Job Description

Immediately after hiring:

The successful candidate will work with locally based faculty and staff to plan and support the activities listed below. These activities aim to systematize the wide range of initiatives that make use of the campuses Nagoya University and its Strategic Partner Universities (SPUs) are establishing at each other's institutions—including inbound and outbound student exchange, co-learning programs, international joint research, and multi-sectoral collaboration involving academia, industry, government, and civil society—and to build networks that support these initiatives. The position will focus primarily on collaboration with the Nagoya University North Carolina Campus. This includes:

- Systematic promotion of student exchange: supporting the development and implementation of tailor-made study-abroad programs; the joint development and implementation of exchange programs and teaching materials; overseas internships; and the recruitment of outstanding students.
- Promotion of international joint research: matching researchers with prospective research partners; supporting the establishment and implementation of joint funding schemes; and supporting the inbound and outbound exchange of early-career researchers and doctoral students.
- Promotion of multi-sectoral collaboration, including startup-related initiatives: supporting the development and use of local networks.
- Support for collaboration with other universities near the Nagoya University North Carolina Campus.

Scope of Duties (Subject to Change):

Duties as designated by the Tokai National Higher Education and Research System.

4. Work Location

Immediately after hiring:

Nagoya University Higashiyama Campus (Furo-cho, Chikusa-ku, Nagoya, Japan)

Scope of Change:

Work locations designated by the Tokai National Higher Education and Research System.

5. Qualifications

Applicants must meet all of the following requirements:

(1) Hold a master's degree or higher, or have equivalent abilities and experience.
(2) Understand and be enthusiastic about Nagoya University's global engagement, have the ability and sense of responsibility to advance it, and be able to work collaboratively with colleagues.
(3) Meet one of the following language requirements:

- If Japanese is the applicant's native language: English proficiency sufficient to carry out the duties of the position.
- If Japanese is not the applicant's native language: English proficiency sufficient to carry out the duties of the position, and Japanese proficiency equivalent to JLPT N2 or higher (N1 or higher preferred).

(4) Be proficient in Word, Excel (including functions), PowerPoint, and email.
(5) Be able to travel from Nagoya, Japan, to North Carolina, USA, as required by the position, and have no restrictions on traveling to or entering the United States or Japan.

Preferred qualification: Experience studying at a university in North America, or experience in international exchange or related activities with universities in North America.

6. Expected Start Date

February 1, 2027 or later.

7. Term of Employment

Until March 31, 2029 (no renewal).

The mandatory retirement date is March 31 of the fiscal year in which the employee reaches the retirement age prescribed by the Tokai National Higher Education and Research System. The retirement age is 62 from FY2026 and is scheduled to be raised gradually to 65.

8. Working Conditions

- Working hours: Monday through Friday, 8:30 a.m.–5:15 p.m. (lunch break: 12:00 noon–1:00 p.m.).
- Holidays: Saturdays, Sundays, national holidays, and the year-end and New Year period (December 29–January 3).
- Leave: Annual paid leave, sick leave, and special leave, in accordance with University regulations.
- Salary: Annual salary of at least JPY 4.98 million, determined in accordance with University salary regulations and the candidate's experience.
- Commuting allowance: Up to JPY 150,000 per month, subject to eligibility requirements.
- Insurance: Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association (health insurance), Employees' Pension Insurance, Employment Insurance, and Workers' Compensation Insurance.
- Other matters: As specified in the Work Rules for Employees of the Tokai National Higher Education and Research System.

9. Application Documents

Items (1)-(4) must be prepared in Japanese.
(1) Curriculum Vitae (free format; must include an email address and photograph).
(2) Employment history / professional experience (not required if the applicant has no employment history).
(3) Statement describing relevant activities and achievements and aspirations regarding the duties of the GMC Institute (approximately two A4 pages).
(4) Name, affiliation, and contact information (phone number and email address) of one or two referees who may be contacted for reference.
(5) Certificate or score report demonstrating the qualification specified in Section 5(3) above (copy acceptable).
(6) Form 1: "Self-Declaration of Category Applicability and Flowchart."

Submission of Form 1: “Self-Declaration of Category Applicability and Flowchart”

Due to the clarification of controlled items under the “Deemed Export” regulations based on the Foreign Exchange and Foreign Trade Act (as of November 2021), certain provisions of sensitive technologies to faculty, staff, and students at universities and research institutions are now subject to export control. Accordingly, all applicants for faculty and staff positions at Nagoya University must review the “Flowchart for Determining Category Applicability” and submit Form 1: “Self-Declaration of Category Applicability and Flowchart (Appendix).” Additionally, a “Pledge” must be submitted upon hiring. Please download and complete the Self-Declaration Form (Japanese or English) from the URL below and submit it together with the other application documents.

URL: https://icts.nagoya-u.ac.jp/ja/center/anzen.html

Prepare the documents above as PDF files. Combine items (1)–(3) and (5), in that order, into a single PDF file, and submit items (4) and (6) as separate PDF files by email to the address specified in Section 11 below.

Please name the PDF files as follows:

- (1)–(3), (5): 1_YourName_ApplicationDocuments
- (4): 2_YourName_Referee
- (6): 3_YourName_CategoryDeclaration

10. Application Deadline

Monday, November 30, 2026, 12:00 noon (JST). Applications must arrive by the deadline; strict adherence is required.

11. Submission of Application Documents

- If the total size of the application files is 10 MB or less: send the files as email attachments to kiban-jinji [at] t.mail.nagoya-u.ac.jp. Replace [at] with @ when sending the email.
- Email subject line: “Application for GMC Institute Academic Specialist (SPU) Position (Your Name)”
- If the total size of the application files exceeds 10 MB: contact the above email address. We will provide a URL for uploading the files.
- Upon receipt of your application documents, a confirmation email will be sent. If you do not receive a reply within five days, please contact the above email address.

12. Contact Information

International Affairs Division, Education & International Affairs Department, Nagoya University

Email: intl_jinji [at] t.mail.nagoya-u.ac.jp (Replace [at] with @ when sending an email.)

13. Selection Process

- First Round: Document screening
- Second Round: Interview in English and Japanese
- Any travel expenses incurred for the interview shall be borne by the applicant.

14. Notes

- Submitted application documents will be used solely for the selection process and will not be used for any other purpose.
- Global Multi-Campus Institute website: https://gmc.nagoya-u.ac.jp/en/
- Nagoya University is committed to promoting diversity and work-life balance. Gender Diversity Center website: https://www.kyodo-sankaku.provost.nagoya-u.ac.jp/
- Applicants may indicate in their CV any periods in which their research activities were interrupted or delayed due to childbirth, childcare, caregiving, illness, or other reasons. Applicants will not be disadvantaged in the selection process for providing such information.