Global Learning Center
Administrative Assistant Recruitment for the 2019 Academic Year

WE WANT YOU TO JOIN OUR TEAM!

東北大学の国際化に貢献しませんか？

說明会
12/17（月）・12/20（木）
12:10-12:50
教育・学生総合支援センター
東棟 4階 大会議室
★事前予約不要★

締切/Deadline
2019年1月4日（金）
Friday, January 4 2019

Contact: GLC准教授 渡部留美/Assoc. Prof. WATANABE, Rumi  Email: rumi.watanabe.c5[atmark]tohoku.ac.jp

申込/Application
http://urx.blue/NSGS
# Administrative Assistant (AA) Recruitment for the 2019 Academic Year

## 1. Objectives
The Administrative Assistant program employs students who strongly wish to contribute to internationalization at Tohoku University as Administrative Assistants (hereafter AAs). By having AAs assist instructors with a variety of tasks related to internationalization, the program aims to create global human resources with professional experience.

## 2. Qualifications
Students who are enrolled, or are scheduled to be enrolled by April 1, 2019, as degree students at this university and meet the following requirements are eligible:

1. have some kind of overseas experience, or experience with international exchange
2. have Japanese and English language skills sufficient for everyday conversation
3. attend to perform basic office tasks with MS Word, Excel, and PowerPoint
4. feel responsible for their work while employed

## 3. Quota
About 20

## 4. Duties

<table>
<thead>
<tr>
<th>No.</th>
<th>Duties</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>(1) Work at the International Student Support Desk</td>
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<tr>
<td>2</td>
<td>(2) Perform ambassadorial tasks (e.g. assist foreign guests)</td>
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<tr>
<td>3</td>
<td>(3) Assist international students (e.g. help incoming international students adjust to daily life)</td>
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<tr>
<td>4</td>
<td>(4) Help with short-term (e.g. summer) programs</td>
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<td>5</td>
<td>(5) Help with symposiums and events (e.g. assist with international exchange events, data entry etc.)</td>
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<tr>
<td>6</td>
<td>(6) Perform other tasks, as requested by the GLC or Student Exchange Division</td>
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## 5. Selection
There will be a screening of the application documents followed by interviews to select AAs.

Note: Applicants who pass the document screening will be informed of the details of the interview by January 11 (Fri.). Interviews are tentatively scheduled for January 15 (Tue.) or 17 (Thu.). Applicants will be notified by email of their interview results in late January.

## 6. Status
AAs will be employed as Temporary Part-time Staff as per Article 2 of the National University Corporation Tohoku University Temporary Part-time Staff Regulations (2004, Reg. No. 49).

## 7. Duration
The duration of employment is as follows (however, hiring procedures are conducted each academic year):

- February 1 to November 30, 2019
- February 1 to November 30, 2020 (may be renewed for additional 6-month periods, from December 1, 2019 to May 31, 2020, or to November 30, 2020)

## 8. Compensation
AAs will be paid in accordance with Tohoku University's regulations on compensation (JPY 900-1060/hour, depending on enrollment classification)

## 9. Work Schedule
About two shifts/week for 3 hours/shift for duty (1) above. Shifts will be adjusted about every 6 months.

Duties (2)-(6) above are variable. In general, AAs will work several hours during weekdays between 9:00 and 17:00.

Total work hours per week or month and amount of work will vary depending on the time of year.

Note: AAs who also work for other Tohoku University programs (as TAs, RAs, etc.) must ensure that they do not exceed 30 hours of work total, including AA duties, per week.

## 10. Workplace
(1) Kawachi Kita Campus, Education and Student Support Center, East Bld. 2F
(2) West Bld. 3F, Student Advising Room, or other on-campus facility