

Faculty Position in the Center for Global Initiatives, Osaka University

Outline	<p>Osaka University is a leading research university in Japan, globally networked through strategic partnerships and four overseas offices. We have overseas offices in North America, Europe, ASEAN and East Asia, as well as a network of ASEAN campuses. Diversity, Equity and Inclusion are core values that underpin all of our activities.</p> <p>We are seeking an individual to lead our new Global Admissions Support Office (GASO), starting in April 2025. The establishment of GASO within the Center for Global Initiatives represents an expansion of our successful Academic Admissions Desk.</p> <p>The role of GASO is to engage in strategic recruitment and support the admissions processes for talented international students. The strategic recruitment function involves collaboration with our four overseas offices to identify and attract undergraduate and graduate students. The admission support function aims to utilize DX and AI technologies to provide a platform with key information for prospective students, including details about various programs and scholarships. It also seeks to offer one-stop consultation services and support for matching students with faculty advisors. Additionally, the role supports faculty by conducting pre-screening of international admissions documentation, including certification authentication. The successful candidate will work with a small team to establish and develop the GASO.</p> <p>We welcome applications from individuals with experience in international recruitment and admissions, a high level of motivation, and excellent leadership skills to lead this new initiative at Osaka University.</p>
1. Position	Associate Professor
2. Number of Positions	1 (One)
3. Affiliation	Center for Global Initiatives
4. Work Location	Suita Campus (1-1 Yamadaoka, Suita-City, Osaka, Japan)
5. Specialized Field	International and comparative higher education, multicultural education, admissions systems, student mobility, etc.
6. Responsibilities	<ol style="list-style-type: none"> (1) Supervision of organizational management and operations as the head of the Global Admissions Support Office, leading a small academic and administrative team. (2) Research and planning related to international student recruitment and admission support. Formulation of recruitment strategies based on available data and trend analysis in line with the university's strategic goals. (3) Planning and formulating strategies for streamline the admissions support system and process for international students. (4) Planning and formulating strategies for streamline the admissions support system to reduce the burden on faculty members. (5) Other duties related to international student recruitment and admission support.
7. Qualifications	<p>[Essential]</p> <ol style="list-style-type: none"> (1) A PhD or an equivalent level of academic achievement. (2) Significant research achievements in one or more of the following areas: student mobility, internationalization strategies, student recruitment, and admissions. (3) A minimum of two years of experience in international student recruitment and admissions. (4) Demonstrated experience in leading a team and achieving strategic objectives. (5) A strong motivation to enhance the international student recruitment and admissions functions of the Global Admissions Support Office (GASO). (6) Proficiency in both Japanese and English sufficient to meet the expectations of this position.
8. Starting Date	April 1, 2025 (or as soon as possible thereafter)

9. Term of Employment	<p>From the starting date until March 31, 2028 ※There will be no renewal upon the expiration of the term. *Based on the “Regulations Pertaining to Contract Period of National University Corporation Osaka University Fixed-term Staff, etc.”</p>
10. Probationary Period	6 months
11. Employment Form	<p>Based on “38. Regulations Pertaining to Working Hours, Holidays and Leave for National University Corporation Osaka University Limited Term Staff” https://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html *The Discretionary Labor System (Special Work Type) will be applied with the applicant’s consent. (deemed working hours: 8 hours a day)</p>
12. Salary and Benefits	<p>Based on “47. Salary Regulations for National University Corporation Osaka University Limited Term Staff Subject to New Annual Salary System” https://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html</p>
13. Insurance	<p>Medical insurance and employee’s pension insurance of the Federation of National Public Service Personnel Mutual Aid Associations, Employment Insurance and Industrial Accident Compensation Insurance</p>
14. Application Documents	<p>Applications must be written in either English or Japanese and should include the following components:</p> <ol style="list-style-type: none"> 1. Curriculum Vitae *Please utilize the official university form designated for educational and research positions, available at the following website: https://www.osaka-u.ac.jp/en/news/employ/links 2. List of Research Achievements This should encompass original papers, review articles, books, patents, and presentations at international conferences. 3. Outline of Research and Educational Achievements Please provide a summary limited to two A4 pages. 4. Plan and Aspirations Regarding Responsibilities This document should detail your plans and aspirations concerning the responsibilities of the position, also limited to two A4 pages. 5. Evidence of English Proficiency Applicants are required to submit copies of English proficiency certificates, such as TOEFL, IELTS, or TOEIC scores. Additionally, please include a description of any periods of residency outside Japan that demonstrate your proficiency in English, or relevant professional experience where English was utilized. 6. Japanese Proficiency Evidence For candidates whose native language is not Japanese, please provide a copy of a Japanese proficiency certificate, such as the JLPT (Japanese-Language Proficiency Test) score. You may also include a description of your experiences of residency in Japan or relevant professional experience in which Japanese was employed. <p>*Please note that personal information contained within the application documents will be used exclusively for the purpose of screening and hiring procedures and will not be disclosed to any third parties.</p>
15. Sending Address and Contact Information	<p>Please submit your application via e-mail to:</p> <p style="text-align: center;">intl-admin@office.osaka-u.ac.jp</p> <p>*In the subject line, please write “Application for Associate Professor in CGI”. *Attach the application documents in PDF format, ensuring they are securely protected with adequate security measures.</p> <p>If you encounter difficulties submitting via e-mail, please submit your application by postal service to:</p>

	<p>Attention: International Affairs Division, Department of International Affairs, Osaka University 1-1 Yamadaoka, Suita-city, Osaka 565-0871 JAPAN</p> <p>*On the front of the envelope, please write “Application for Associate Professor in CGI.” *Applications should be sent by registered mail. *Please be advised that submitted application documents will not be returned.</p> <p>Contact Information: International Affairs Division, Department of International Affairs, Osaka University 1-1 Yamadaoka, Suita-city, Osaka 565-0871 JAPAN E-mail: intl-admin@office.osaka-u.ac.jp</p>
16. Application Deadline	December 18, 2024, at noon (Japan Standard Time)
17. Selection Process	<p>The document screening process will be followed by interviews, and applicants selected for this stage will be duly notified. The interview evaluation is scheduled to take place on Wednesday, January 8th. We kindly request that you prepare a presentation lasting approximately 15 minutes regarding Application Document 4: 'Plans and Aspirations for Responsibilities.' During the interview, you will present your ideas on this document.</p> <p>*Travel and accommodation expenses incurred for the interviews will be the responsibility of the applicants. Applicants residing overseas may request an online interview. *Please note that unsuccessful applicants will not be contacted.</p>
18. Additional Information	<p>Concerning work conditions other than the above-mentioned, please refer to “36. Work Regulations for National University Corporation Osaka University Limited Term Staff” and/or related regulations. https://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html Please note the above-mentioned work conditions are as of the day this employment offer is posted, and subject to change. In principle, there will be no changes to the affiliation, work location, or responsibilities after employment.</p> <p>“Deemed exports” related to security export control are based on “Regulations Pertaining to Security Export Control”.</p> <p>We also particularly encourage applications from female candidates. Osaka University is committed to promoting gender equality and providing various supports for female academic staff members. http://www.di.osaka-u.ac.jp/en_lp/</p> <p>*Osaka University campuses and related facilities are smoke-free, except for designated areas.</p>
19. Recruiter	National University Corporation Osaka University