

## Faculty Position (Regional Director of The North American Center for Academic Initiatives) in the Center for Global Initiatives, The University of Osaka

Outline	We are currently inviting applications for the position of Regional Director of The University of Osaka's North American Center for Academic Initiatives.
1. Position	Specially Appointed Professor or Specially Appointed Associate Professor (Part-time Staff) *The official title will be determined based on the responsibilities of the position, taking into account the applicant's work experience and other relevant factors.
2. Number of Positions	One (1)
3. Affiliation	Center for Global Initiatives
4. Work Location	Suita Campus (1-1 Yamadaoka, Suita City, Osaka, Japan) *This position will require business trips to the North American Center for Academic Initiatives located in Berkeley, California, United States, as needed for job responsibilities. Additionally, travel to nearby areas for surveys and other duties may also be required.
5. Responsibilities	<p>As the representative offices for the University of Osaka, the Overseas Centers serve as local hubs for implementing initiatives in education, research, co-creation, and talent recruitment (including international students and researchers). Having a clear understanding of the university's global strategy and related policies, <u>these centers are tasked with advancing the international expansion of the University of Osaka's educational and research activities in each designated region.</u></p> <p>The main responsibilities of this position include:</p> <ol style="list-style-type: none"> <li>1) Networking with influential alumni, governmental institutions, businesses, research institutions, and universities in the designated area.</li> <li>2) Collecting information that contributes to the promotion of educational and research activities, including information on external research funding and prestigious partner universities for student exchanges and providing this information to the university's executive offices and relevant departments.</li> <li>3) Promoting student exchange, including exchange programs and the sending and hosting of the University of Osaka students abroad.</li> <li>4) Promoting international joint research.</li> <li>5) Coordinating and implementing online classes.</li> <li>6) Matters pertaining to the management and operation of the Overseas Center, including administrative duties such as budget management/execution, document creation, etc.</li> <li>7) Any other tasks as assigned by the Director of the Center for Global Initiatives.</li> </ol>
6. Qualifications	[Essential] Applicants must meet the following qualifications: 1) A master's degree or higher (or must obtain a master's degree by the time of employment).

	<p>2) A minimum of two (2) years of managerial experience or equivalent expertise by the time of employment.</p> <p>3) The ability to collaborate with overseas institutions and university departments, as well as an interest in economics, culture, and academic fields both in Japan and abroad.</p>
	<p>[Preferred]</p> <p>1) Experience working overseas, particularly in the designated area, or equivalent experience, or a history of exchange with the designated area.</p> <p>2) Possession of the necessary skills, such as negotiation and language proficiency, to perform duties at the University of Osaka and in the designated area.</p> <p>3) Experience working in a university or research institution (or equivalent).</p> <p>4) Knowledge and experience in security export control.</p>
7. Term of Employment	<p>From 1 April 2025 to 31 March 2027</p> <p>*The contract will not be renewed upon expiration of the employment term. However, the position may be subject to an open selection process following a review of the job responsibilities or other relevant factors. (Reapplication for the subsequent position is permitted).</p> <p>*Based on “73. Regulations Pertaining to the Contract Period of the National University Corporation Osaka University Fixed-term Staff, etc.”</p>
8. Probationary Period	3 months
9. Work Schedule	Approximately 200 days per year, 6 hours per day, or 5 days per week (Monday to Friday, excluding holidays), 6 hours per day. *Negotiable
10. Working Hours	From 8:30 to 17:15 ( Break : 12:15 to 13:00 ) *Negotiable
11. Wage	<p>From 3,709 JPY to 5,092 JPY per hour</p> <p>*Salary will be determined based on experience and specific duties assigned. (Based on the “70. Salary Regulations for National University Corporation Osaka University Part-time Staff (Temporary Part-time Education and Research Staff))</p>
12. Benefits	Overtime Allowance, Commuting Allowance (*Bonuses, Retirement Allowance will not be paid.)
13. Insurance	Enrollment in National Public Officers Mutual Aid Association Short-Term Benefits (Health Insurance), Employees' Pension Insurance, Employment Insurance, and Industrial Accident Compensation Insurance.
14. Sending Address and Contact Information	<p>Applications must be submitted in English or Japanese and should include the following documents:</p> <p>1) A Curriculum Vitae *Please use the university’s designated form for educational/research positions, available at the following URL: <a href="https://www.osaka-u.ac.jp/en/guide/employment/links">https://www.osaka-u.ac.jp/en/guide/employment/links</a></p> <p>2) A record of overseas activities (optional form)</p> <p>3) A statement of purpose, aspirations, and specific activities you wish to pursue (two A4-sized pages, approximately 480 words, double-spaced) (optional form)</p> <p>4) A summary of work experience (optional form)</p> <p>5) Two references (including name, affiliation, position, and contact information)</p> <p>6) (For non-native English speakers) A copy of an English proficiency certificate, such as TOEFL, TOEIC, STEP score, a description of your experiences residing outside Japan, and English-related job experience.</p> <p>7) (For non-native Japanese speakers) A copy of a Japanese proficiency certificate, such as the JLPT (Japanese-Language Proficiency Test) score, a description of your experience residing in Japan, or Japanese language-related job experience.</p> <p>* Certificates referenced in points 6) and 7) should only be submitted if applicable.</p> <p>* It is permitted to apply concurrently for other open Regional Director positions.</p>

	<p>Please send applications via email to: International Planning Section, International Affairs Division, The University of Osaka <a href="mailto:intl-plan@office.osaka-u.ac.jp">intl-plan@office.osaka-u.ac.jp</a></p> <p>* Please include “Application for Regional Director, North American Center for Academic Initiatives (specially appointed academic staff)” in the subject line. *Please attach all application documents in PDF format (with appropriate security countermeasures).</p> <p>Alternatively, documents can be mailed to: International Planning Section, International Affairs Division, The University of Osaka 1-1 Yamadaoka, Suita City, Osaka 560-0871 JAPAN</p> <p>*Please write “Application for Regional Director, North American Center for Academic Initiatives (specially appointed academic staff)” on the envelope in red ink. *Applications should be sent via registered mail. *Submitted application documents will not be returned. *Personal information provided in the application documents will only be used for the purpose of screening and hiring procedures and will not be disclosed to any third party.</p>
15. Application Deadline	Applications must be received no later than noon on 9 December 2024 (Japan Standard Time).
16. Selection Process	<p>The selection process will involve document screening followed by interviews. Only selected applicants will be notified. Interviews are scheduled to take place from early to mid-January 2025. *Selected applicants will be contacted by email for the interview. Additional documents may be requested at that time. *Applicants are responsible for covering their own travel and accommodation expenses for the interview. For applicants residing overseas, an online interview may be arranged upon request. *Please note that unsuccessful applicants will not be contacted.</p>
17. Additional Information	<p>Concerning work conditions other than the above-mentioned, please refer to “62. Work Regulations for National University Corporation The University of Osaka Part-time Staff (Temporary Full-time Education and Research Staff)” and/or related regulations. <a href="https://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html">https://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html</a></p> <p>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. The University of Osaka is committed to promoting gender equality and providing various supports for female academic staff members. <a href="http://www.di.osaka-u.ac.jp/en_lp/">http://www.di.osaka-u.ac.jp/en_lp/</a></p> <p>The University of Osaka campuses and related facilities are smoke-free, except for designated areas.</p>
18. Recruiter	National University Corporation Osaka University