

[Job Opening]**Project Coordinator B (In charge: International Public Relations) for AY 2024 Application Guidelines**

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| Job Title | Project Coordinator B* |
| Number of openings | 1 person |
| Place of work | Osaka Metropolitan University Sugimoto Campus (Location: 3-3-138 Sugimoto, Sumiyoshi-ku Osaka City JR - Get off at Sugimotocho station on the JR Hanwa line and leave via the East exit. Subway – Get off at Abiko station on the Midosuji Subway line and walk southwest from Exit 4 for about 15 minutes |
| Contract period | July 1, 2024 - March 31, 2025** (Possibility of contract renewal up to 5years) **Contract based on fiscal year units |
| Job description | <ul style="list-style-type: none">• Preparation, editing, and dissemination of English press releases on research results• Preparation of English news articles related to university activities• Management of the official university English website and social media, etc.• Overseas Media Support• Other tasks related to university international public relations (including project management, research on work-related content, etc.) |
| Application Requirements | <ul style="list-style-type: none">• Master's degree or higher, or equivalent work experience.• Applicants must be a native English speaker or have equivalent English proficiency who is able to write quality articles in English.• Ability to operate a computer (Word, Excel, PowerPoint, Internet, e-mail, etc.)• At least three years of experience in a job that requires clerical work. Experience related to university or research public relations is desirable.• Experience in camera equipment operation, video editing (simple), and online conference management is desirable.• The ability to communicate in Japanese on a daily basis is desirable. |
| Terms and conditions | <ul style="list-style-type: none">• Work days : Monday~Friday• Work hours : 8 : 45 - 17 : 00 (Lunch break 12 : 00~12 : 45) 7 hours 30 minutes of actual work• Holidays : Saturdays, Sundays, national holidays, year-end and New Year holidays (Dec. 29 - Jan. 3) *Overtime work may be required. *Holidays may be rescheduled to another day of the week to accommodate university events. Leave: Annual paid leave available (granted in accordance with employment regulations.) |
| Salary and benefits | <ul style="list-style-type: none">• Hourly wage 2,400 yen (about 378,000 yen for a 21-day work month) *This information is current as of April, 2024 and is subject to change. <ul style="list-style-type: none">• Commuting allowance will be provided (up to 55,000 yen per month depending on the cost of the commuter pass).• Seasonal bonuses: Provided in accordance with employment regulations• Insurance: Health insurance, welfare pension insurance, and unemployment insurance• Transportation expenses for the interview and relocation expenses for working at the university are borne by the applicant. |
| How to apply | You can submit necessary documents in one of the two ways: |

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| | <p>(1) by email Please contact us at the email address listed in the Inquiries section below. We will send a URL of the document submission folder. Please note that you may be asked to send documents by postal mail at a later date.</p> <p>(2) by postal mail Place the following documents [1] through [4] in a square type 2 envelope (approximately 33 x 24 cm), write "Project Coordinator B Application" in red on the lower left corner of the front of the envelope, and be sure to send it by acceptance-recorded mail (特定記録郵便).</p> <p>Necessary documents to submit:</p> <p>[1] Application for employment (resume) Download the designated form (Japanese or English) from the following location on the university website: https://www.omu.ac.jp/en/about/career/entry-00470.html</p> <p>[2] Curriculum vitae (Format: free)</p> <p>[3] Your motivation for applying and aspirations after being hired (2 pages or less, any format in Japanese or English) Please describe your motivation for applying, qualifications, abilities and knowledge that you think can be utilized for this position, and your area(s) of expertise.</p> <p>[4] If you are not a native English speaker, please submit a copy of the document proving your English ability.</p> <p>Where to send/Inquiries Ms. Rina Matsuki, Global Strategy Division, Osaka Metropolitan University 3-3-138, Sugimoto, Sumiyoshi-ku, Osaka Zip:558-8585 JAPAN</p> <p>e-mail contact: rmatsuki@omu.ac.jp</p> <p>phone: 06-6605-2121</p> <p>Application deadline Must arrive no later than <u>17:00 on Monday, May 13th, 2024 (Japanese Standard Time)</u></p> |
| Selection process | <ul style="list-style-type: none"> • There will be a first screening (documents) and second screening (interview). • The results of the first screening will be announced by May 22nd , 2024 by phone or e-mail. • Details of the interview will be communicated to eligible applicants after the first screening. • Applicants are responsible for their own transportation expenses during interview proceedings. |
| Other details | <p>(1) Personal information collected through the selection procedure will be used for this selection only. The Information is protected under the [Personal Information Protection Regulation] and [University Public Corporation Osaka Regulation for Personal Information Usage and Management].</p> <p>Submitted documents are used for this selection only. However, information of the</p> |

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| | <p>successful candidate may be used for necessary procedures for the contract. Submitted documents are not returnable and will be properly deleted after a certain period of time.</p> <p>(2) Appointment will be cancelled in case the candidate meets followings:</p> <ul style="list-style-type: none">a . Does not fulfill the application qualifications mentioned above, or made false entriesb . Not able to work from starting date due to the health problemsc . lacks other qualifications required for the position |
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Inquiries:

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