

**[Job Opening]**

**Project Coordinator B (In charge of: International Public Relations) for AY 2025 Application Guidelines**

Job Title	Project Coordinator B
Number of openings	1 person
Place of work	One of or a combination of the following locations: Sugimoto, Nakamozu, or Morinomiya. Please note that we are unable to accommodate requests for specific locations. For details on locations, etc., please refer to the 'Other details' section below.
Contract period	July 1, 2025 (or upon consultation) – March 31, 2026* (Possibility of contract renewal up to 5 years ) *based on academic/fiscal year units
Job description	<ul style="list-style-type: none"> <li>• Preparation, editing, and dissemination of English press releases on research results.</li> <li>• Preparation of English news articles related to university activities.</li> <li>• Management of the official university English website and social media, etc.</li> <li>• Overseas media support.</li> <li>• Other tasks related to university international public relations (including project management, research on work-related content, etc.)</li> </ul>
Application Requirements	<ul style="list-style-type: none"> <li>• Master's degree or higher, or equivalent work experience.</li> <li>• Applicant must be a native English speaker or have equivalent English proficiency who is able to write quality articles in English.</li> <li>• Ability to operate a computer (Word, Excel, PowerPoint, Internet, email, etc.)</li> <li>• At least three years of experience in a job that requires clerical work. Experience related to university or research public relations is desirable.</li> <li>• Experience in camera equipment operation, simple video editing, and online conference management is desirable.</li> <li>• The ability to communicate in Japanese on a daily basis is desirable.</li> </ul>
Terms and conditions	<ul style="list-style-type: none"> <li>• Work days : Monday-Friday</li> <li>• Work hours : 8:45-17:00 (Lunch break 12:00-12:45) 7 hours 30 minutes of actual work.</li> <li>• Holidays : Saturdays, Sundays, national holidays, year-end and New Year holidays (Dec. 29-Jan. 3)</li> </ul> <p>*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.)</p>
Salary and benefits	<ul style="list-style-type: none"> <li>• Hourly wage: 2,400 yen (about 379,000 yen for a 21-day work month.)</li> </ul> <p>*This information is current as of May 2025 and is subject to change.</p> <ul style="list-style-type: none"> <li>• Commuting allowance: Provided in accordance with employment regulations.</li> <li>• Seasonal bonuses: Provided in accordance with employment regulations.</li> <li>• Insurance: Health insurance, welfare pension insurance, and unemployment insurance.</li> <li>• Transportation expenses for the interview and relocation expenses for working at the university are borne by the applicant.</li> </ul>
How to apply	<p><b>Necessary documents to submit:</b></p> <p>[1] Application for employment Download the designated form (Japanese or English) from the following location on the university website: <a href="https://www.omu.ac.jp/en/about/career/entry-00828.html">https://www.omu.ac.jp/en/about/career/entry-00828.html</a></p> <p>[2] Curriculum vitae (any format)</p> <p>[3] Motivation letter (2 pages or fewer, any format, in Japanese or English) Please describe your motivations for applying and aspirations, 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 a document proving your English ability.</p> <p><b>How to submit</b>  You can submit necessary documents in one of the two ways:  (1) by email (preferred)  Please contact us at the email address listed later in this section. We will send an URL of the document submission folder. Please note that you may be asked to send documents by postal mail at a later date.  (2) by postal mail  Place the above documents [1] through [4] in a 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><b>Where to send/Inquiries</b>  Ms. Rina Matsuki, Global Strategy Division, Osaka Metropolitan University  3-3-138, Sugimoto, Sumiyoshi-ku, Osaka  Postcode: 558-8585 JAPAN</p> <p>email: <a href="mailto:rmatsuki@omu.ac.jp">rmatsuki@omu.ac.jp</a></p> <p>phone: 06-6967-1839</p> <p><b>Application deadline</b>  Must arrive no later than <u>17:00 on Thursday, May 22nd, 2025 (Japan Standard Time)</u></p>
Selection process	<ul style="list-style-type: none"> <li>• There will be a first screening of documents and those who pass will receive a second screening by interview.</li> <li>• The results of the first screening will be announced by May 27th, 2025, by phone or email.</li> <li>• Details of the interview will be communicated to eligible applicants after the first screening.</li> <li>• Applicants are responsible for their own transportation and other expenses for interview proceedings.</li> </ul>
Other details	<p><b>(1) Work locations</b></p> <p><b>Sugimoto Campus</b>  3-3-138 Sugimoto, Sumiyoshi-ku, Osaka  Take the JR Hanwa Line to Sugimoto-cho Station, then leave via the East Exit.  From Osaka Metro Midosuji Line Abiko Station, walk southwest from Exit 4 for about 15 minutes.</p> <p><b>Nakamozu Campus</b>  1-1 Gakuen-cho, Naka-ku, Sakai-shi, Osaka  Take the Nankai Koya Line to Shirasagi Station, then walk approximately 500 meters southwest for about 7 minutes.  From Osaka Metro Midosuji Line Nakamozu Station (Exit 5), walk approximately 1,000 meters southeast for about 13 minutes.</p> <p><b>Morinomiya Office</b></p>

	<p>1-6-85 Morinomiya, Joto-ku, Osaka City, UR Morinomiya Building Get off at Morinomiya Station on the JR Osaka Loop Line or Morinomiya Station on the Osaka Metro Chuo Line, then walk about 5 minutes east.</p> <p>(2) Personal information collected through the selection procedure will be used for this selection only. The information is protected under the [Osaka Prefecture Personal Information Protection Regulation] and [University Public Corporation Osaka Regulation for Personal Information Usage and Management]. Submitted documents are used for this selection only. However, information about the 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>(3) Any offer of employment or employment contract will be revoked if the candidate: a. does not fulfill the application qualifications mentioned above, OR b. makes false entries, OR c. is not able to work from the starting date due to health problems, OR d. lacks other qualifications required for the position.</p>
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**Inquiries:**

Please contact Ms. Rina Matsuki

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