

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

Job Title	Project Coordinator B* *This information is current as of December 1, 2021 and is subject to change.
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	April 1, 2022 - March 31, 2023** (Possibility of contract renewal) **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.• 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 : 9 : 00 - 17 : 15 (Lunch break 12 : 00~12 : 45) 7 hours30 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 2,366 yen (about 370,000 yen for a 21-day work month)※This information is current as of December 1, 2021 and is subject to change.• 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.

<p>How to apply</p>	<p>(1) Application documents 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>[1] Application for employment (resume) Download the designated form (Japanese or English) from the following location on the university website. https://www.osaka-cu.ac.jp/en/news/2021/job_pcb Please enter "Project Coordinator B" in the "Application Category (Recruitment Title)" column of the application form (resume)</p> <p>[2] Curriculum vitae ◀ A4 size, any format in Japanese or English ▶ Please be specific about what kind of work you have done.</p> <p>[3] Your motivation for applying and aspirations after being hired ◀ A4 size, 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 document proving your English ability.</p> <p>(2) Where to apply 〒558-8585 Sugimoto, Sumiyoshi-ku,3-3-138 Osaka, Japan University Public Corporation Osaka, Academic Affairs Division, Global Exchange Office (Contact : Matsuki) TEL:06-6605-3454</p> <p>(3) Application deadline Must arrive no later than 17:00 on January 18, 2022</p>
<p>Selection process</p>	<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 the end of January 2022 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.
<p>Other details</p>	<p>(1) 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 of 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>(2) Appointment will be cancelled in case the candidate meets followings:</p>

	<p>a . Does not fulfill the application qualifications mentioned above, or made false entries</p> <p>b . Not able to work from starting date due to the health problems</p> <p>c . lacks other qualifications required for the position</p>
<p>Measures to prevent the spread of New Coronavirus infections</p>	<p>(1) Although the interview will be conducted after taking sufficient measures to prevent infection, the interview date may be postponed, or the scheduled date of employment may be postponed depending on the situation surrounding the spread of COVID-19 infections and a request for voluntary restraint by the national and local governments.</p> <p>(2) When agreeing to the interview, please cooperate with the following points. If you have any of the following conditions, please refrain from coming for the interview due to the risk of infecting others. There will be no rescheduling for applicants who are absent for this reason.</p> <p>A. Those who have contracted the new coronavirus infection and have not yet recovered.</p> <p>B. Those who have received health observation instructions as a close contact</p> <p>C. Those who have any of the following strong symptoms: breathlessness (dyspnea), lethargy (malaise), or high fever.</p> <p>D. Relatively mild symptoms of a cold such as a fever or cough.</p> <p>(3) Wearing a mask at the interview Please bring and wear a mask at the interview. You may be asked to temporarily remove your mask during the interview. Please be aware that the interviewers will also wear masks.</p> <p>(4) Hand disinfection in the interview room Alcohol hand sanitizer will be available at the interview room.</p> <p>(5) Notification in case of illness after the examination If you develop or are suspected of developing a COVID-19 infection after the interview, please contact the address listed in "(2) Where to apply" as soon as possible.</p>

Inquiries:

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