

# 2018 Tokyo Institute of Technology Permanent Staff Recruitment (4th Posting)

## Recruitment Schedule

<b>Hire Date</b>	Successful applicants are expected to start work in fiscal year 2018 (On or after January 1, 2019).	
<b>Application Period</b>	<b>Application submissions by registered or campus mail</b> Applications must be delivered by 5 p.m. on the closing date.	
	Category	Monday, October 22 to Friday, October 26
	General	
	Professional	
Project Based/ Specifically Assigned		
<b>Application submissions in person</b> Hours: Monday to Friday, 9:00 to 17:00 (Excluding holidays)		
Category	Monday, October 22 to Friday, October 26	
General		
Professional		
Project Based/ Specifically Assigned		
<b>Application Review</b>	Application reviews will be completed by the day before the interview scheduled for each position.	
<b>Interview Period</b>	Category	Monday, November 5 to Wednesday, December 5
	General	
	Professional	
	Project Based/ Specifically Assigned	

**Important Notes:**

- Project Based or Specifically Assigned positions can only be offered on a fixed-term basis.
- The above dates are subject to change at the discretion of the Institute.

## 1. Categories and Job Descriptions

Category	Job Description
<b>General</b>	This category includes administrative, secretarial, and clerical support positions.
<b>Professional</b>	This category includes positions that require specialized qualifications and skills.
<b>Project Based/ Specifically Assigned</b> (Fixed-term position)	This category includes positions for supporting projects managed by the Institute or supporting education and research activities at laboratories.  <b>Important Note:</b> This position can only be offered on a fixed-term basis.

## 2. Open Positions

Details are provided in the attached List of Open Positions.

## 3. Eligibility Requirements

Applicants must have served as fixed-term staff at the Institute for a period of at least four years in total as of March 31, 2018.

- If there are gaps in employment at the Institute, only employment from April 1, 2004 (when the Institute became a national university corporation) will count towards the applicant's qualifying years of service.
- For this recruitment, fixed-term staff who have left the Institute during fiscal year 2017 will be considered employed continuously until the year-end when counting the number of years of service (transitional measures).
- Applicants must be under 60 years of age as of March 31, 2018.
- Those between 60 and 64 years of age are eligible to apply for this Permanent Staff Recruitment for the years between 2018 and 2021 (transitional measures).
- Applicants must be motivated individuals with enthusiasm and interest in the Institute's education and research activities.

## 4. Selection Process

<b>Application review</b>	Selection will be based on a comprehensive review of applications.
<b>Interview</b>	Selected applicants will be invited for an interview.

## 5. Timeline for 2018 Recruitment

### (1) Application review

- Applicants who are not selected can expect to be notified of their result by email.
- Selected applicants will be contacted to schedule an interview.

### (2) Interview period

Category	Interview Period	Notification
All Categories	Monday, November 5 to Wednesday, December 5	Final decisions will be notified promptly.

Note: Interview dates will be individually set up for each position during the above period.

## 6. Application Procedures

### (1) What to submit

<p>A. A completed application form designated for Permanent Staff Recruitment</p> <p>B. Two self-addressed return envelopes <u>Applicants must enclose two return envelopes to receive confirmation of receipt of application and the final decision letter.</u></p> <ul style="list-style-type: none"><li>• Prepare envelopes as instructed below depending on how you wish to receive the mails.</li></ul> <p>By regular mail: Two self-addressed and stamped 長形 3 号 envelopes* (with the applicant's name and mailing address)</p> <p>By campus mail: Two self-addressed 長形 3 号 envelopes* (with the applicant's name, affiliation, and mailbox no.)</p> <p>*Please use 長形 3 号 (N3:120 mm x 235 mm) pocket-type envelopes with an opening flap on the short edge.</p>
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- Late or incomplete applications will not be accepted.
- Be sure to check the List of Open Positions to confirm the end date of employment for each position.
- Please ensure that your application form is properly signed. Applications will not be accepted without a signature.
- Applicants are eligible to apply for multiple positions per category.
- Please contact the Permanent Staff Recruitment Office if you have not received a confirmation of receipt of application by Wednesday, August 1.
- Please do NOT use a campus mail envelope as a return envelope.

(2) How to Submit

<b>Application Period</b>	Monday, October 22 to Friday, October 26  Note: Applications must be <u>delivered</u> by the closing date.
<b>Where to submit</b>	<ul style="list-style-type: none"><li>• <b>By registered mail</b> Submit to: Permanent Staff Recruitment Office Human Resources Division, General Affairs Department Tokyo Institute of Technology 2-12-1 Ookayama, Meguro-ku, Tokyo 152-8550</li><li>• <u>Please write “Application for Permanent Staff” in red ink on the front of the envelope and send it by registered mail.</u> We accept no responsibility for delivery problems resulting from failure to use a registered mail service.</li><li>• Please mark your envelope “Private and Confidential.”</li></ul>
	<ul style="list-style-type: none"><li>• <b>By campus mail</b> Submit to: Permanent Staff Recruitment Office Human Resources Division Mailbox no: E3-2</li><li>• <u>Please write “Application for Permanent Staff” in red ink on the front of the envelope. Do not use a campus mail envelope.</u></li><li>• Please mark your envelope “Private and Confidential.”</li></ul>
	<ul style="list-style-type: none"><li>• <b>In person</b> Hours: Monday to Friday, 9:00 to 17:00 (Excluding holidays) Submit to: HR Planning Group Human Resources Division, General Affairs Department Ookayama Campus, Administration Bureau Bldg. 1, Floor 2</li></ul>

## **7. Screening Process**

- (1) Following application review, selected applicants will be contacted to schedule an interview.
- (2) The Institute reserves the right to withdraw an employment offer if it discovers that an applicant has given false information in his or her application or does not meet the eligibility requirements.

## **8. Expected Hire Date**

- On or after January 1, 2019
- Details are provided in the attached List of Open Positions.

## **9. Compensation**

- Basic salary, commuting allowance (excluding those with annual salary), etc., are provided in accordance with the provisions of the Employment Regulations for Permanent Staff. See the List of Open Positions for compensation details on each position, including hourly rate.

## **10. Working Hours, Leave, Etc.**

- Working hours, leave, etc., are determined pursuant to the Employment Regulations for Permanent Staff.
- See the List of Open Positions for information on the working hours of each position.

## **11. Benefits**

- Employees' pension, health insurance (MEXT Mutual Aid Association for full-time positions), employment insurance, industrial accident compensation insurance
- See the List of Open Positions for eligibility details on each position.

## **12. Privacy Policy**

The personal information provided in the submitted documents will be used solely for recruitment of the Permanent Staff and not for any other purpose.

Inquiries

Permanent Staff Recruitment Office

HR Planning Group, Human Resources Division

General Affairs Department

Tokyo Institute of Technology

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