

2017 Tokyo Institute of Technology Permanent Staff Recruitment

Recruitment Schedule

Hire Date	Successful applicants are expected to start work in fiscal year 2018.		
Application Period	Application submissions by registered or campus mail Applications must be delivered by the closing date.		
	Category	General	Monday, October 16 to Monday, October 23
		Professional	
		Project Based/ Specifically Assigned	Wednesday, August 9 to Friday, August 25
	Application submissions in person Hours: Monday to Friday, 9:00 to 17:00 (Excluding holidays and the Institute's summer closure)		
	Category	General	Monday, October 16 to Monday, October 23
		Professional	
		Project Based/ Specifically Assigned	Wednesday, August 9 to Friday, August 25
Application Review	Application reviews will be completed by the day before the interview scheduled for each position.		
Interview Period	Category	General	Wednesday, November 8 to Monday, November 27
		Professional	
		Project Based/ Specifically Assigned	Monday, September 11 to Friday, October 6

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

Note: Applications for general and professional positions are accepted during the same application period.

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 the end of the fiscal year of recruitment.

- 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 2017 recruitment, fixed-term staff who have left or are leaving 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 the end of the fiscal year of recruitment.
- Those between 60 and 64 years of age are eligible to apply for this Permanent Staff Recruitment for the years between 2017 and 2021 (transitional measures).
- Applicants must be motivated individuals with enthusiasm and interest in the Institute's education and research activities.

4. Selection Process

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

5. Timeline for 2017 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
General	Wednesday, November 8 to Monday, November 27	Final decisions will be notified promptly on or after Monday, December 4.
Professional		
Project Based/ Specifically Assigned (Fixed-term position)	Monday, September 11 to Friday, October 6	Final decisions will be notified promptly on or after Thursday, October 12.

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">• Prepare envelopes as instructed below depending on how you wish to receive the mails. <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 the dates listed below.
 - Project Based/Specifically Assigned: Wednesday, August 30
 - General/Professional: Wednesday, October 25
- Please do NOT use a campus mail envelope as a return envelope.

(2) How to Submit

Application Period	<ul style="list-style-type: none"> • General and Professional Monday, October 16 to Monday, October 23 • Project Based/Specifically Assigned Thursday, August 9 to Friday, August 25 <p>Note: Applications must be <u>delivered</u> by the closing date.</p>
Where to submit	<ul style="list-style-type: none"> • By registered mail 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 • <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. • Please mark your envelope “Private and Confidential.”
	<ul style="list-style-type: none"> • By campus mail Submit to: Permanent Staff Recruitment Office HR Planning Group, Human Resources Division Mailbox no: E3-2 • <u>Please write “Application for Permanent Staff” in red ink on the front of the envelope. Do not use a campus mail envelope.</u> • Please mark your envelope “Private and Confidential.”
	<ul style="list-style-type: none"> • In person Hours: Monday to Friday, 9:00 to 17:00 (Excluding holidays and the Institute’s summer closure) Submit to: HR Planning Group Human Resources Division, General Affairs Department Ookayama Campus, Administration Bureau Bldg. 1, Floor 2

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 April 1, 2018
- 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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