2019 Tokyo Institute of Technology Permanent Staff Recruitment

(4th Posting)

Recruitment Schedule

Hire Date	Successful applicants are expected to start work in fiscal year 2019.		
Application Period	**Application submissions by registered or campus mail** Applications must be delivered by 5 p.m. on the closing date.		
	Category	General	Monday, August 5 to Thursday, August 22
		Professional	
		Project Based/ Specifically Assigned	
	Application submissions in person Hours: Monday to Friday, 9:00 to 17:00 　　　(Excluding summer closure（August 13 and 14）and holidays)		
	Category	General	Monday, August 5 to Thursday, August 22
		Professional	
		Project Based/ Specifically Assigned	
Application Review	Application reviews will be completed by the day before the interview scheduled for each position.		
Interview Period	Category	General	Monday, August 26 to Wednesday, September 11
		Professional	
		Project Based/ Specifically Assigned	

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	This category includes positions for supporting projects managed by the Institute or supporting education and research activities at laboratories.

2. Open Positions

Details are provided in the attached List of Open Positions.

3. Eligibility Requirements

Applicants must be employed as permanent staff at the Institute as of March 31, 2019 or 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 2019 recruitment, fixed-term staff who have left or are leaving the Institute during fiscal year 2018 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.
  Fixed-term staff between 60 and 64 years of age are eligible to apply for this Permanent Staff Recruitment to be employed for the years 2019 through 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 2019 Recruitment

(1) Application review
- Applicants who are not selected can expect to be notified of their result by regular mail or campus mail.
- Selected applicants will be contacted to schedule an interview.

(2) Interview period

Category	Interview Period	Notification
All Categories	Monday, August 26 to Wednesday, September 11	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

Please submit a set of the following documents for each category you apply for (general, professional, project based/specifically assigned):

A. A completed application form designated for Permanent Staff Recruitment

B. Professional summary (no set format)

C. 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>

- Prepare envelopes as instructed below depending on how you wish to receive the mails.

   By regular mail:
   Two self-addressed and stamped 長形３号 envelopes* (with the applicant's name and mailing address)

   By campus mail:
   Two self-addressed 長形３号 envelopes* (with the applicant's name, affiliation, and mailbox no.)

   *Please use 長形３号 (N3:120 mm x 235 mm) pocket-type envelopes with an opening flap on the short edge.

- 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. <u>Applications will not be accepted without a signature</u>.
- Applicants are eligible to apply for multiple positions per category.
- Please contact the Permanent Staff Recruitment Office if you have not received a <u>confirmation of receipt of application</u> by Wednesday, August 28.
- Please do NOT use a campus mail envelope as a return envelope.
- Please be sure to enclose two return envelopes even if submitting in person.

(2) How to Submit

Application Period	Monday, August 5 to Thursday, August 22 Note: Applications must be <u>delivered</u> by 5 p.m. on the closing date.		

Where to submit	• **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 2019 Permanent Staff Recruitment 4th Posting)" 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."		

	• **By campus mail**
	  Submit to: Permanent Staff Recruitment Office
	            Human Resources Division, General Affairs Department
	            Mailbox no: E3-2
	
	· <u>Please write "Application for 2019 Permanent Staff Recruitment (4th Posting)" in red ink on the front of the envelope. Do not use a campus mail envelope</u>.
	· Please mark your envelope "Private and Confidential."		

	• **In person**
	  Hours: Monday to Friday, 9:00 to 17:00
	  (Excluding summer closure（August 13 and 14）and holidays)
	  Submit to: Employee Services Group 2
	            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 October 1, 2019
- Details are provided in the attached List of Open Positions.

9. Compensation

- Basic salary, commuting allowance (excluding those with annual salary), and overtime allowance 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
Employee Services Group 2, Human Resources Division
General Affairs Department
Tokyo Institute of Technology

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