2023 Tokyo Institute of Technology Permanent Staff Recruitment

(3rd Posting)

Recruitment Schedule

Hire Date	Successful applicants are expected to start work in fiscal year 2023 (on or after July 1, 2023).		
Application Period	**Application submissions by simplified registered or campus mail** Applications must be delivered by 17:00 on the closing date.		
	Category	General/Persons with Disabilities	Tuesday, May 9 to Friday, May 19
		Professional	
		Project Based/ Specifically Assigned	
	Application submissions in person Hours: Monday to Friday, 9:00 to 17:00　(Excluding weekends and holidays)		
	Category	General/Persons with Disabilities	Tuesday, May 9 to Friday, May 19
		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/Persons with Disabilities	Tuesday, May 23 to Wednesday, June 7
		Professional	
		Project Based/ Specifically Assigned	

1. Categories and Job Descriptions

Category	Job Description
General/Persons with Disabilities	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

● Permanent staff
  Applicants must be employed as permanent staff at the Institute as of March 31, 2023.
  Notes:
· Permanent staff who voluntarily leave the Institute before March 31, 2023 are not eligible.
· Permanent staff whose assignment ends in the middle of fiscal year 2022 are considered employed continuously until the year-end if their assignment ends due to project expiration or due to retirement or transfer of the faculty at their research lab (excluding permanent staff who retire at the end of March 2023).

● Fixed-term staff and replacement staff (hired for leave coverage)
  Applicants must have served as fixed-term or replacement staff at the Institute for a period of at least four years in total as of March 31, 2023. 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.
  Notes:
· Fixed-term staff who leave the Institute during fiscal year 2022 will be considered employed continuously until the year-end when counting the number of years of service.
· Applicants must be under 61 years of age as of March 31, 2023.

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

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

(2) Interview period

Category	Interview Period	Notification
All Categories	Tuesday, May 23 to Wednesday, June 7	Applicants will be notified of the final decisions as soon as they are confirmed.

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, persons with disabilities):

A. A completed application form designated for Permanent Staff Recruitment
Note: If you apply for the category of "persons with disabilities," please provide us with information about your disability, such as the type and severity, in the "自己 PR 等 (your strengths, etc.)" section.

B. Professional summary (no set format)

C. A self-addressed return envelope

Prepare a return envelope as instructed below depending on how you wish to receive the final decision letter.

By regular mail:
A self-addressed stamped 長形 3 号 envelope* for each position you apply for (with the applicant's name and mailing address)

By campus mail:
A self-addressed 長形 3 号 envelope* for each position you apply for (with the applicant's name, affiliation, and mailbox no.)

*Please use a 長形 3 号 (N3:120 mm x 235 mm) pocket-type envelope 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 email of receipt of application</u> by Tuesday, May 23.
- Please do NOT use a campus mail envelope as a return envelope.
- Please be sure to enclose a return envelope for each position you apply for even if submitting in person.

(2) How to Submit

Application Period	Tuesday, May 9 to Friday, May 19 Note: Applications must be <u>delivered</u> by 17:00 on the closing date.		

Where to submit	• **By simplified 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 2023 Permanent Staff Recruitment (3rd Posting)" in red ink on the front of the envelope and send it by simplified registered mail</u>. We accept no responsibility for delivery problems resulting from failure to use a simplified registered mail service.
	· Please mark your envelope as "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 2023 Permanent Staff Recruitment (3rd Posting)" in red ink on the front of the envelope</u>. <u>Do not use a campus mail envelope</u>.
	· Please mark your envelope as "Private and Confidential."		

	• **In person**
	  Hours: Monday to Friday, 9:00 to 17:00 (Excluding weekends and holidays)
	  Submit to: Permanent Staff Recruitment Office
	    Human Resources Division, General Affairs Department
	    Ookayama Campus, Administration Bureau Bldg. 1, Floor 2
	
	· <u>Please write "Application for 2023 Permanent Staff Recruitment (3rd Posting)" in red ink on the front of the envelope</u>. <u>Do not use a campus mail envelope</u>.
	· Please mark your envelope as "Private and Confidential."		

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 July 1, 2023
  Details are provided in the attached List of Open Positions.

9. Compensation

- Basic salary, commuting allowance (excluding those under the annual salary system), 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, MEXT Mutual Aid Association, 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 the recruitment of Permanent Staff and not for any other purpose.

Inquiries
Permanent Staff Recruitment Office
Human Resources Division
General Affairs Department
Tokyo Institute of Technology

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