

Job Posting (Editor and Proofreader)

Affiliation*	International Affairs Division, Research Promotion Department
Position*	Editor (Administrative Support Staff)
Number of Openings*	1
Area of Specialization	Translation and Proofreading
Job Description*	<p>The successful candidate will work with the English Documentation Support Team at the International Research Frontiers Initiative and the International Affairs Division of the Research Promotion Department.</p> <p>Main duties will involve :</p> <ul style="list-style-type: none"> ● Proofreading and editing of the Institute's English content (internal documents, web pages, notices, etc.) ● Final check by a team of translators and administrative staff ● Support for international students/researchers, support for on-campus events, etc. ● Other duties of the International Research Frontiers Initiative and International Affairs Division
Qualifications*	<ul style="list-style-type: none"> ● Native speaker of English and a graduate of an English-speaking university with a degree ● A master's degree, or a bachelor's degree from a science or engineering school is desirable. ● The successful candidate must have an extensive knowledge of written and spoken language, as well as experience of proofreading and editing. ● This post will require the ability to speak and understand Japanese. ● Those who have or expect to obtain a status of residence that enables them to engage in the work described in the job description. (A certificate of expected employment necessary for obtaining status of residence can be issued.)
Location*	<p>Ookayama Campus</p> <p>2-12-1 Ookayama, Meguro, Tokyo 152-8550 Japan</p> <p>Nearest station: Ookayama (Tokyu Line)</p>
Working Hours	<p>5 days per week, 7 hours 45 minutes per day</p> <p>Weekdays (Monday through Friday): 8:30–17:15</p> <p>Break time: 12:15–13:15</p>
Term*	<p>The contract will end on May 31, 2025.</p> <p>The contract may be extended. However, it may not be extended beyond May 31, 2027.</p> <p>The employment period is subject to Article 7 of the Institute's Employment</p>

	Regulations for Fixed-Term Staff.
Probationary Period	14 days (The probationary period is subject to Article 12 of the Institute's Employment Regulations for Fixed-Term Staff.)
Salary*	The applicant's salary will be determined in accordance with the Institute's Employment Regulations for Fixed-Term Staff. Annual salary (5,040,000) Monthly salary: ¥420,000
Social Insurance and Other Benefits*	Employees' pension, MEXT Mutual Aid Association short term benefits (health insurance), employment insurance, worker's compensation insurance
Employer*	President of National University Corporation Tokyo Institute of Technology
Proposed Start Date*	June 1, 2024 or the earliest possible date thereafter
Closing Date for Application*	Applications must be received by 17:00 on May 7, 2024. Applications will be closed as soon as a suitable candidate is selected.
Selection Process	Selection will be based on a comprehensive review of application documents, a proofreading assignment, and interviews. <ul style="list-style-type: none"> ● A proofreading assignment will be sent by email to those who pass the first screening. Please submit the assignment within the designated time frame (approximately 48 hours). ● Those who pass a review of the proofreading assignment may be asked to attend an interview in both Japanese and English, either in person or online. Please note that travel expenses for attending in-person interviews will not be reimbursed.
Required Documents*	Curriculum vitae including professional and educational history from high school onward, honors and awards, criminal history and disciplinary actions, and email address. Please also attach a statement of reasons for your application.
How to Submit an Application*	Please upload your application documents in one PDF file, with the file name as the candidate's name, at the designated URL. Please email us in advance for the URL for submission (kokusui.koubo@jim.titech.ac.jp).
Where to Submit*	Please email us in advance for the URL for submission (kokusui.koubo@jim.titech.ac.jp).
Contact*	Chinatsu Watanabe Group Leader International Affairs Division Email: kokusui.koubo@jim.titech.ac.jp Tel.: +81-3-5734-3826
Other	1. Application documents will not be returned. The personal information provided in the submitted documents will be used solely for recruitment and

not for any other purpose, pursuant to the Institute's applicable rules and regulations.

2. Tokyo Institute of Technology guarantees equal opportunities for all individuals regardless of nationality or gender in order to ensure a diverse workforce.
3. Smoking is prohibited on campus except in designated areas.
4. Questions regarding the applicability of the "Specific Categories" under the Foreign Exchange and Foreign Trade Act may be asked during the selection process.
5. Work conditions may be subject to change due to the integration with Tokyo Medical and Dental University, which is anticipated in fall 2024.
6. For more information, please refer to the following link.

<https://www.hyoka.koho.titech.ac.jp/eprd/recently/koubo/koubo.php?lang=en>