

# Hokkaido University Public Relations Division

## Recruitment for International Public Relations Specialist

Hokkaido University, which has been selected as a Top Global University Project by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT), is currently looking to recruit an international public relations specialist to join the Public Relations Division, General Affairs and Planning Department.

### 1. Number of positions available

1 position

### 2. Job title

Specialist (International Public Relations)

### 3. Work location

Administration Bureau  
Hokkaido University  
Kita 8, Nishi 5, Kita-ku, Sapporo 060-0808 Japan

### 4. Job duties

The successful candidate will work with a team leader and other specialists to conduct the following activities.

- (1) Disseminating information to an international audience concerning the university and its research activities
- (2) Creating and publishing English news articles and press releases
- (3) Creating content for the university's social media channels
- (4) Developing digital content (e.g. short videos)
- (5) Developing PR materials such as brochures
- (6) Attending and organizing events and other PR activities on campus, in Japan and abroad
- (7) Responding to inquiries from the media and public
- (8) Data management (e.g. journalist and article databases)
- (9) Other duties related to international public relations activities

### 5. Qualifications

- (1) Native English speaker or equivalent
- (2) Ability to communicate in Japanese
- (3) Able to explain research and other complex topics in a way that is approachable for a general audience
- (4) Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- (5) Flexible and able to work as a part of a team
- (6) Experience managing and developing websites preferred
- (7) Proficiency with Adobe software (Photoshop, Illustrator, Premier, etc.) preferred
- (8) Past work experience in public relations with a university, research institution, or business preferred
- (9) Knowledge and communication skills in a foreign language in addition to Japanese and English (e.g. Chinese, Russian, Korean) preferred

### 6. Contract length

From as early as possible from April 1, 2020 to March 31st, 2021

### 7. Probation period

1 month

### 8. Contract renewal

The contract is renewable depending on evaluation, budget and other conditions. However, the contract length will not surpass five years.

**9. Salary**

- (1) Around 380,000 yen on a monthly basis depending on age and experience and according to university regulations.
- (2) Overtime pay and transportation allowances are provided.

**10. Work conditions**

- (1) Working days: Mondays to Fridays
- (2) Working hours: 8:30am to 5:00pm
- (3) Lunch: 12:15pm to 1:00pm
- (4) Overtime may be required
- (5) Holidays: Saturdays, Sundays, Public Holidays, December 29th to January 3rd, other days specified by the university
- (6) Paid holiday: Predetermined according to the university's regulations

**11. Insurance**

Health insurance, social insurance, pension, accident and work insurance

**12. Name of recruiter institution**

Hokkaido University

**13. Application materials**

- (1) CV/Resume with photo
- (2) Work history
- (3) Personal statement of around 500 words including motives and aspirations of employment.

Application materials must be written in English. Application materials will not be returned and will only be used for the purposes of this application.

**14. How to apply**

Please *mail in* all of your application materials via registered mail to:

Mr. Akihiro Noguchi  
General Affairs and Planning Department, Public Relations Division  
Hokkaido University  
Kita 8, Nishi 5, Kita-ku, Sapporo, Hokkaido 060-0808  
TEL: 011-706-2606 Email: [k-hosa@general.hokudai.ac.jp](mailto:k-hosa@general.hokudai.ac.jp)

Write on the envelope in red "Application for International Public Relations Specialist position."

**15. Application deadline**

Must arrive by Thursday, February 20, 2020.

If you are applying from overseas, you may initially email your application by the above-mentioned deadline and send it later via the post to arrive by February 27, 2020.

**16. Selection process**

Document screening and interview (scheduled for early March). Travel expenses will not be provided. Online interview can be arranged for candidates outside Japan. You will be contacted for an interview if successful. We will not answer inquiries regarding the selection process.