

May 14, 2025

Call for applications: Public Relations Specialist and Science Writer
Public Relations & Communications Division, Office of Public Relations and Social
Collaboration, Hokkaido University

We invite applications for the positions of Public Relations Specialist and Science Writer as Specialist staff, as detailed below. We look forward to receiving applications from enthusiastic, qualified candidates.

1. Number of recruits:

Two (2) (One person each for A and B)

2. Job type:

Specialist (Contract Employee)

3. Job title:

A. Public Relations Specialist

B. Science Writer

4. Affiliation:

(Immediately after hiring) Public Relations & Communications Division, Office of Public Relations and Social Collaboration

(Scope of change) Location as determined by the university.

5. Responsibilities:

(Immediately after hiring) The employee will primarily engage in the following duties in cooperation with other members of the department and carry out public relations activities in English for international audiences.

A. Public Relations Specialist

- 1) Proactively reporting, writing and disseminating articles on all aspects of the University's activities (education, administration, campus, *etc.*)
- 2) Operation and management of the web and social media channels, and creation and dissemination of articles, images, videos and other content to be posted on them
- 3) Planning and production of pamphlets and other PR materials
- 4) Operation of the Global PR ambassador program

- 5) Planning and implementation of PR events, etc.
- 6) Other tasks related to PR and communication activities

B. Science Writer

- 1) Active coverage, writing and dissemination of articles on the University's research activities and their results.
- 2) Operation and management of the web and social media channels, and creation and dissemination of articles, images, videos and other content to be posted on them
- 3) Planning and production of pamphlets and other PR materials
- 4) Planning and implementation of PR events, etc.
- 5) Other tasks related to PR and communication activities

(Scope of change) Work as defined by the university.

6. Eligibility

- 1) Native or equivalent English (reading, writing and speaking).
- 2) Applicants for the position of public relations specialist (A) should have the ability to cover a variety of topics related to university education, student activities, campus and administration, and to present them in a clear and attractive manner for the general public.
- 3) Applicants for the position of science writers (B) should have an accurate understanding of scientific and academic content and the ability to present it in a clear and attractive manner for the general public.
- 4) Applicants should be able to communicate in Japanese in daily life. Applicants for the position of public relations specialist (A) should have business-level Japanese language skills.
- 5) Ability to prepare documents using Microsoft Office (Word, Excel, PowerPoint).
- 6) Experience with Adobe software (Photoshop, Illustrator, Premier, etc.) is desirable.
- 7) Experience and expertise in operating social media platforms (Instagram, X, Facebook, LinkedIn, etc.) is desirable.
- 8) Experience in website development and operation is desirable.
- 9) Ability to work collaboratively and flexibly as part of a team.
- 10) Experience in public relations work at universities, research institutions, companies, etc. is desirable.

7. Contract period:

As soon as possible after 1 June 2025 (negotiable) to 31 March 2026

8. Probationary period:

One month

9. Contract renewal:

The contract is renewable on an annual basis, depending on performance assessment, budget, and other factors. Renewal is for a maximum of five years from the date of initial employment; the contract will not be renewed beyond five years.

10. Place of work:

Public Relations & Communications Division, Office of Public Relations and Social Collaboration, Hokkaido University

(North 8 West 5, Kita-ku, Sapporo)

11. Salary:

- 1) Annual salary determined by professional knowledge, experience and other factors in accordance with the University's regulations (based on a monthly salary of JPY 380,000).
- 2) Allowance: Commuting allowance, overtime allowance, etc., based on the University's regulations.

12. Working Conditions:

- 1) Working days: Monday - Friday
- 2) Working hours: 8.30-17.00 hrs.
- 3) Lunch: 12.15-13.00 hrs.
- 4) Overtime: Paid overtime may be required
- 5) Holidays: Saturdays, Sundays, holidays stipulated in the Act on National Holidays, 29 December – 3 January, and other days designated by the university.
- 6) Paid leave: Annual paid leave, special paid leave *Granted in accordance with the University's regulations.

13. Insurance

Short-term benefits from the Mutual Aid Association of the MEXT; enrollment in welfare pension scheme; coverage under workers' accident insurance and unemployment insurance.

14. Name of the Recruiter:

National University Corporation Hokkaido University.

15. Measures to prevent second-hand smoke:

Smoking is prohibited on the premises, except in specified outdoor smoking areas.

16. How to apply:

Please send the following application documents by e-mail or post (by registered mail or other means of delivery confirmation) to the address in item 19.

1) Curriculum vitae (free format, photograph attached)

*Please note that applicants who have been employed by the University since 1 April 2013 (all positions including part-time lecturers, TAs, TFs, RAs, short-term support staff, etc.) must include a complete history of their employment.

2) Work history (free format)

3) Statement of reasons for applying (free format, within 600 words)

*State the job title you wish to apply for (A or B in item 3.), your motivation for applying, and your aspirations for the role.

4) Sample of achievements (free format)

*Please submit a representative sample of any publicity material or written work you have produced to date, if any.

*Application documents will not be returned.

*Information provided in the application process will not be used for any purpose other than the selection process.

17. Selection Process:

Candidates who pass the document screening process will be interviewed. A written test (essay writing) may also be required.

*Only those candidates who pass the document screening will be informed of the result of the document screening and the date and time of the interview within 14 days from the day after the deadline for application documents.

*The applicant will be responsible for his/her own travel expenses to and from the interview.

*Interviews may be conducted online.

*Questions or inquiries regarding selection results will not be accepted.

18. Application Deadline: Friday, June 20, 2025 (Japan Standard Time)

19. Submission address:

A. By post:

Public Relations & Communications Division, Office of Public Relations and Social Collaboration, Hokkaido University

Kita 8 Nishi 5, Kita-ku, Sapporo

〒060-0808 JAPAN

Attn: Naoki Namba (Tel: +81-11-706-2185)

Please write, 'Application for Specialist position is enclosed,' in red ink on the envelope

B. By email:

prc_hr@ops.hokudai.ac.jp

*Please use the email subject line 'Application documents for the position of Specialist.'

*Please combine the complete application documents into one PDF file.

*Please password-protect the PDF file and send us the password.