

July 6, 2026

**Hiroshima University Financial and General Affairs Office, Department of General Affairs and
Public Relations, Public Relations Group**

Contract Specialist Staff Position (Full-Time Contract Employee)

1. Number of Positions Available: One (1) Contract Specialist Staff (Full-Time Contract Employee)
2. Contract Period: From the earliest possible date on or after October 1, 2026, through March 31, 2027.
 - ※ Renewal of the contract may be possible on an annual basis, subject to the employee's work performance and the continuation of operational needs.
 - ※ If the contract is renewed, the maximum employment period will, in principle, be through March 31, 2028. (This position is available to cover for a staff member on childcare leave and is limited to the duration of that leave.)
 - ※ Applicants with previous employment at Hiroshima University (including those with five or more years of prior service) are also eligible to apply. In such cases, the maximum contract renewal period will be determined separately.
3. Work Location: 1-3-2 Kagamiyama, Higashihiroshima City, Hiroshima, Japan
Scope of Changes: The work location may be changed to another workplace within the Higashi-Hiroshima Campus or to another location designated by Hiroshima University.
4. Affiliation: Public Relations Group, Department of General Affairs and Public Relations, Financial and General Affairs Office, Hiroshima University
5. Job Responsibilities
To advance public relations activities that strengthen Hiroshima University's research capabilities and enhance its international profile, the successful candidate will work closely with native English-speaking science writers and relevant University departments and external organizations to carry out the following duties:
 - Prepare English-language press releases and articles to promote the University's research achievements to domestic and international audiences.
 - Disseminate information on the University's research achievements and related activities through the official website, social media platforms, and other public relations channels.
 - Coordinate the production and publication of *HU UPDATE*, Hiroshima University's international public relations magazine.
 - Analyze the societal impact of research and the effectiveness of international public relations activities; collect and analyze relevant information; and prepare reports and other supporting materials.
 - Respond to media inquiries and other inquiries from overseas.
 - Provide photography support.

- Manage budgets and expenditures related to international public relations activities; prepare administrative documents; and perform translation and related duties.
- Perform other support duties necessary to ensure the effective operation of the University's public relations activities.

Scope of Changes: In principle, there will be no changes to the employee's assigned duties. However, the University may assign different duties, provided such changes do not involve reassignment to a different work location or organizational unit.

6. Qualifications

Applicants must meet the following qualifications:

- Demonstrated ability to communicate effectively in English by email; review English-language documents; and coordinate smoothly with researchers, domestic and international partner organizations, and external service providers.
- Demonstrated ability to communicate effectively in Japanese with Japanese staff members and other colleagues, and to work collaboratively with relevant stakeholders. Applicants whose native language is not Japanese are preferably expected to have Japanese-Language Proficiency Test (JLPT) N2 certification or higher.
- A strong interest in international public relations and university communications, and a willingness to engage in disseminating information through websites, social media, and other communication channels.
- Proficiency in basic computer applications, including Microsoft Word, Excel, PowerPoint, and email.
- Ability to perform assigned duties accurately and with careful attention to detail.

7. Work Schedule

- (1) Working Hours: 7 hours and 45 minutes per day, five days per week; 38 hours and 45 minutes per week.
- (2) Working Days: Monday to Friday, 8:30 a.m. to 5:15 p.m. (Break Time: 12:00 p.m. to 1:00 p.m.)
- (3) Days Off: In principle, Saturdays, Sundays, national holidays, and the year-end/New Year holiday period from December 29 to January 3.

8. Salary and Benefits

Salary, allowances, working hours, holidays, and leaves are governed by the Hiroshima University Regulations on the Appointment, Compensation, Working Hours, Holidays, and Leaves of Administrative and Technical Contract Employees.

- (1) Salary: Monthly salary of ¥285,000, in accordance with University regulations.
- (2) Bonus: Provided twice a year, in June and December, with the amount determined according to the employee's length of service.
- (3) Allowances: Housing allowance, commuting allowance, and other applicable allowances, provided in accordance with University regulations to employees who meet the eligibility requirements.

(4) Social Insurance: Enrollment in the Mutual Aid Association of the Ministry of Education, Culture, Sports, Science and Technology (MEXT) (health insurance and the Employees' Pension Insurance), as well as employment insurance and workers' compensation insurance.

(5) Salary Payment Date: Salaries are paid on the 21st of each month. The payroll closing date is the last day of the preceding month.

9. Selection Process

Applicants will be selected through document screening and an interview. The date and time of the interview will be communicated individually to applicants.

10. Application Documents in Japanese:

Applicants must submit the following documents:

- Résumé (履歴書)
- Employment History (職務経歴書)

Résumé Format

Applicants should use Hiroshima University's prescribed résumé form

([Download here](#) — please use **【様式】履歴書**, available in Excel and PDF formats)

If it is not possible to use the University's prescribed form, applicants may instead submit a résumé that includes a section for awards and disciplinary history.

Employment History

Any format may be used.

※ Deadline: Applications will be accepted on a rolling basis until the position is filled.

※ Please submit your application by email with the subject line: "契約専門職員 (広報グループ) 応募."

※ If you have previously been employed by Hiroshima University (including as a Teaching Assistant (TA), Research Assistant (RA), Researcher, or in any other capacity), please ensure that all such employment is included in both your Résumé and Employment History.

※ A confirmation of receipt will be sent by email no later than the next business day. If you do not receive a confirmation email, please contact us again.

※ If any false information is found in the submitted application documents, the University may revoke the employment offer or, if employment has already commenced, take appropriate action in accordance with the University's applicable regulations.

11. Recruiting Organization: Hiroshima University (National University Corporation)

12. Contact Information

Public Relations Group

Department of General Affairs and Public Relations

Financial and General Affairs Office

Hiroshima University

Contact Person: Ms. Uewaki

E-mail : koho@office.hiroshima-u.ac.jp

13. Additional Information

- (1) Probationary Period: A six-month probationary period applies in accordance with the Hiroshima University Work Regulations for Contract Employees.
- (2) Application documents will not be returned. Personal information obtained through the application documents will be used solely for the purposes of the recruitment and selection process, as well as the personnel, payroll, employee benefits, and statistical procedures required following appointment. Such information will not be used or disclosed for any other purpose.
- (3) Application documents submitted by unsuccessful applicants will be appropriately disposed of by the University after the completion of the recruitment and selection process.
- (4) Any expenses incurred in attending the interview, including travel expenses, are the responsibility of the applicant.
- (5) Hiroshima University has a smoke-free campus policy, and smoking is prohibited throughout all University campuses.