

# Job Description

<b>Job title:</b>	Promotional support (par-time)
<b>Location:</b>	Student Affairs office
<b>Terms:</b>	SU22~
<b>Salary/rate:</b>	1,050 JPY per hour and transportation fee (in case of no train pass)
<b>Requirements:</b>	2, 3 hours a day for 2,3 days a week (weekdays only)

**About us:** As the initial point of contact, Student Affairs provides a variety of information and services to LUJ students. We work together with students to create a sense of LUJ community by building relationships.

**About the role:** High level summary of the role including creating promotional materials, supportive role at Student Affairs organised events such as new EAP student orientation, Lunch & Learn, Information Session for our sister schools, etc., creating posters and event flyers that will be posted on our website and bulletin boards on campus.  
**This position works specifically for promotion and promotional materials, therefore it does not require any work inside the department such as student support.**

**Responsibilities:**

- Understand the needs of students
- Understand Student Affairs role and communicate well within the department

**Candidate requirements:**

- High skills in graphic designs
- Bilingual
- Have school spirit (It would be nice)

**Deadline** June 8th (Wed.)