

学校法人花園学園 花園大学 (School Corporation Hanazono Gakuen, Hanazono University)  
2026年度 職員募集要項 (2026 Staff Recruitment)

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| 勤務地<br>Place of Employment       | 学校法人花園学園 花園大学<br>School Corporation Hanazono Gakuen, Hanazono University   |
| 募集職種<br>Job Title                | 契約事務職員<br>Contract Administrative Staff  |
| 業務内容<br>Job Description          | 大学事務<br>University administration  |
| 募集人数<br>Number of Positions      | 1名<br>1 position   |
| 試験内容<br>Selection Methods        | 第1次試験：書類選考<br>第2次試験：面接<br>詳細については第1次試験合格者に個別に通知します。<br><br>選考結果通知：2025年9月上旬頃、個別に通知します。<br><br>First Screening: Document screening<br>Second Screening: Interview<br>Applicants who pass the first screening will be notified individually of the details of the second interview.<br>Applicants will be notified of the final result in early September  |
| 応募資格<br>Application Requirements | 花園大学の建学の精神を理解できる方<br>学歴：大学卒業以上(卒業見込含む)<br>※日本語を母語としない場合は、日本語上級レベル(JLPT「N1」相当)<br><br>Understand the founding spirit of Hanazono University<br>Education: Hold a university degree or higher (including university students expecting to obtain their degree by March 31, 2026)<br>※For non-native speakers of Japanese, have passed the JLPT "N1" test, or an equivalent test of Japanese proficiency.   |
| 採用日<br>Employment Start Date     | 2026/4/1<br>April 1, 2026.   |
| 契約期間<br>Terms of Employment      | 2026年4月1日～2027年3月31日：次年度以降1年更新となり、最長で5年までとなります。<br>雇用期間満了時の業務量、業務の進捗状況、職務能力、勤務態度、大学の経営状況等を鑑み、契約を更新する可能性あり。<br>初年度は契約職員採用ですが、今後の実績や成長度合いによって正職員への登用を検討。<br><br>April 1, 2026 - March 31, 2027: Contracts will be renewed yearly, up to a maximum of five years.<br>Contract renewals will be subject to various conditions, such as the workload needed at the university, the university's business and managerial situation, and the worker's progress of work, work ability, and work attitude.<br>Although contract staff will be hired initially for a one-year period, consideration will be given to making them full-time employees depending on their performance and level of growth. |
| 給与/賞与<br>Salary/Bonus            | 契約事務職員 基本給:205,520円<br>手当:通勤手当、残業手当<br><br>※賞与:年2回(6月・12月)<br>※各種社会保険有り<br><br>Contract administrative staff basic salary: 205,520 yen<br>Allowances: commuting allowance, overtime allowance<br><br>※Bonuses: Twice a year (June and December)<br>※Various types of social insurance are included.  |
| 勤務曜日/時間<br>Work Schedule         | 月曜日～金曜日<br>8時45分～17時00分、休憩時間 45分<br><br>Monday to Friday<br>8:45 a.m. - 5:00 p.m., including a breaktime of 45 minutes   |
| 休日・休暇<br>Holidays                | 土曜日・日曜日・国民の祝日に関する法律に規定する日、就業規則の定める休業日<br>有給休暇: 就任6ヶ月後 10日付与<br>(学校行事等により振替勤務有り)<br><br>Saturdays, Sundays, days stipulated in the law concerning National Holidays, and holidays stipulated in the employment regulations<br>Vacation leave: 10 days after 6 months in office<br>(Work days on the weekend or national holidays to support school events will be substituted for days off)   |
| 応募書類                             | ●書類選考にて提出いただくもの<br>1. 履歴書 (写真添付)<br>2. 職務経歴書 (様式自由)<br>3. 卒業見込証明書 (現在大学に在学中の応募者のみ必須)<br>※応募書類は返却いたしませんので、ご了承ください。  |

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| Application Documents   | <ul style="list-style-type: none"> <li>● Documents to be submitted for screening (※Documents 1 and 2 must be submitted in Japanese)</li> <li>1. CV/Resume (with photo attached)</li> <li>2. Resume of work experience (free format)</li> <li>3. Certificate of expected graduation (required only for applicants currently enrolled in university)</li> </ul> <p>※Please note that application documents will not be returned.</p> |
| 応募締切<br>Application Deadline  | <p>2025年7月15日(火) 郵送必着</p> <hr/> <p>July, 15th, 2025</p>  |
| 書類送付先<br>Mailing Address  | <p>〒604-8456<br/>京都府京都市中京区西ノ京壺ノ内町8-1<br/>花園大学総務課<br/>※封筒に「2026年度 職員応募」と朱書きしてください。</p> <hr/> <p>604-8456<br/>京都府京都市中京区西ノ京壺ノ内町8-1<br/>(Hanazono University, General Affairs Department, Nakagyo-ku, Nishinokyo, Tsubonouchi-cho 8-1, Kyoto, Japan)<br/>花園大学総務課 (General Affairs Department)<br/>※The documents should be sent by registered mail, and 「2026年度 職員応募」should be marked in red on the envelope.</p>                      |
| 人事担当者<br>HR Manager   | <p>総務課 旭 朋代</p> <hr/> <p>旭 朋代, General Affairs Division</p>  |
| お問い合わせ先<br>Contact and Inquiries  | <p>学校法人花園学園 花園大学 総務課:旭、山口<br/>TEL:075-811-5181 (土・日・祝 除く 8時45分～17時)</p> <hr/> <p>Contact and inquiries:<br/>Hanazono University Somu-ka (General Affairs Section), Ms. Asahi or Ms. Yamaguchi (Japanese only)<br/>TEL:075-811-5181 (8:45 a.m. to 5:00 p.m. except Saturdays, Sundays and holidays)</p>   |
| 個人情報の収集<br>および利用目的<br>Collection of<br>Personal<br>Information<br>and Purpose of<br>Use | <p>応募書類に記載された個人情報は、採用活動業務全般においてのみ使用いたします</p> <hr/> <p>Personal information within the application documents will not be used for purposes other than for the selection process.</p>  |