

VI. Administrative Operation and Finances

1. Administrative Organization

(Table 34)

	Department Name	Full-Time Staff		Full-Time Commissioned Staff	Staff Holding Two Posts Concurrently	Temporary Staff	Other (Contract Staff)	Total
			Managers					
Educational Foundation Affairs Group	Kwansei Gakuin Educational Foundation Offices	1	1	0	0	0	0	1
	Kwansei Gakuin Foundation Department	2	0	0	0	2	0	4
	Secretariat Section	1	1	0	0	0	0	1
	Foundation Section	1	1	0	0	0	0	1
	Sub-Total	4	2	0	0	2	0	6
	Alumni and Development Section	5	2	0	5	0	0	10
	Administration Department	4	2	0	0	0	1	5
	General Affairs Section	3	1	1	2	0	0	6
	Personnel Section	11	2	0	6	3	0	20
	Sub-Total	18	5	1	8	3	1	31
	Finance Department	2	2	0	0	0	0	2
	Finance Section	10	1	0	5	5	0	20
	Sub-Total	12	3	0	5	5	0	22
	Facilities and Grounds Department	2	2	0	0	0	0	2
	Facilities and Grounds Section	6	1	0	3	0	0	9
	Sub-Total	8	3	0	3	0	0	11
	Information Systems Office	6	2	0	2	3	2	13
	Public Relations Office	6	2	0	3	0	1	10
	Planning Division	7	4	0	2	3	0	12
	Internal Audit Office	1	1	0	1	0	0	2
	Assessment Office	0	0	0	0	0	0	0
	Kobe-Sanda Campus Administrative Office	1	1	0	0	0	0	1
	Campus Affairs Section	9	2	2	14	2	0	27
	School of Science and Technology Section	15	2	0	6	3	1	25
	School of Policy Studies Sectio	7	1	1	3	2	0	13
	Sub-Total	32	6	3	23	7	1	66

	Department Name	Full-Time Staff		Full-Time Commissioned Staff	Staff Holding Two Posts Concurrently	Temporary Staff	Other (Contract Staff)	Total
			Managers					
Educational Foundation Affairs Group	Seiwa Campus Administrative Office	1	1	0	0	0	0	1
	Campus Affairs Section	17	2	1	10	2	8	38
	School of Education Section	8	1	0	4	0	1	13
	Junior College Section	5	1	1	1	0	1	8
	Sub-Total	31	5	2	15	2	10	60
	Senri International Campus Administrative Office	14	3	2	11	2	0	29
	Osaka Umeda Campus Administrative Office	1	1	1	0	1	0	3
	Campus Section	1	1	0	0	0	0	1
	Sub-Total	2	2	1	0	1	0	4
	Tokyo Marunouchi Campus Administrative Office	2	1	0	7	0	1	10
	Kwansei Gakuin Archives	2	1	0	3	1	0	6
	Camp Sengari	1	0	3	9	1	0	14
	Yoshioka Memorial Hall Administrative Office	3	3	0	0	0	0	3
	School of Theology Section	4	1	0	1	0	0	5
	Section in charge of Christian Center	3	0	0	5	0	0	8
	Sub-Total	10	4	0	6	0	0	16
	Health Care Center	6	1	4	3	2	0	15
Total	168	48	16	106	32	16	338	

	Department Name	Full-Time Staff		Full-Time Commissioned Staff	Staff Holding Two Posts Concurrently	Temporary Staff	Other (Contract Staff)	Total
			Managers					
University Affairs Group	Kwansei Gakuin University Offices	1	1	0	0	0	0	1
	Office of the President	5	1	1	4	2	4	16
	University Administrative Section	1	1	0	0	0	0	1
	Graduate School Administrative Section	1	1	0	2	0	0	3
	Section in charge of Operational Reform Projects	7	1	0	4	4	0	15
	Sub-Total	14	4	1	10	6	4	35
	Academic Affairs Department	8	1	0	8	0	0	16
	Academic Affairs Section	0	0	0	0	2	0	2
	Lifelong Education Section	1	1	0	0	1	0	2
	Sub-Total	9	2	0	8	3	0	20
	Student Affairs Department	12	1	0	11	2	0	25
	Student Affairs Section	0	0	4	0	0	0	4
	Athletic and Cultural Activity Support Section	1	1	0	0	0	5	6
	Sub-Total	13	2	4	11	2	5	35
	Admissions Department	12	2	1	1	3	0	17
	Admissions Section	1	1	0	0	0	0	1
	Special Admissions Section	0	0	0	0	0	0	0
	Admissions Public Relations Section	0	0	0	0	0	0	0
	Sub-Total	13	3	1	1	3	0	18
	Center for International Education and Cooperation	12	1	2	2	0	2	18
	International Education and Cooperation Section	0	0	0	2	2	2	6
	Foreign Student Support Section	1	1	0	0	0	2	3
	Sub-Total	13	2	2	4	2	6	27
	Center for Career Planning and Placement	3	3	1	0	1	0	5
	Career Planning and Placement Section	9	1	2	10	0	1	22
	Sub-Total	12	4	3	10	1	1	27

	Department Name	Full-Time Staff		Full-Time Commissioned Staff	Staff Holding Two Posts Concurrently	Temporary Staff	Other (Contract Staff)	Total
			Managers					
University Affairs Group	University Library	17	2	0	28	0	0	45
	Internal Operations Section	3	3	0	0	7	0	10
	User Services Section	3	3	1	0	7	2	13
	Sub-Total	23	8	1	28	14	2	68
	Division for Research Development and Outreach	1	1	0	0	0	0	1
	NUC Section	5	1	1	7	5	4	22
	KSC Section	5	1	1	3	5	1	15
	Sub-Total	11	3	2	10	10	5	38
	Center for Research into Promotion of Higher Education	5	1	0	2	3	0	10
	Student Support Center	4	3	7	4	0	3	18
	Institute for Industrial Research	2	1	0	3	2	0	7
	Language Center	4	2	0	4	4	1	13
	Research Center for Teacher Development	5	1	0	3	1	0	9
	Center for Japanese Language Education	2	1	0	1	0	1	4
	Preparatory Office for the Museum	1	1	0	2	1	0	4
	School of Humanities	8	2	1	4	2	0	15
	School of Sociology	7	1	0	7	1	0	15
	School of Law and Politics	8	1	0	5	2	0	15
	School of Economics	7	1	0	4	1	0	12
	School of Business Administration	7	2	0	4	1	0	12
	School of Human Welfare Studies	7	1	0	4	2	0	13
	School of International Studies	7	1	0	3	2	1	13
	Law School	6	2	0	2	0	0	8
	Institute of Business and Accounting	5	1	0	4	2	0	11
	Sub-Total	194	51	22	138	65	29	448
	Total	362	99	38	244	97	45	786

[Note] 1. Divide broadly individual departments into the “Educational Foundation Affairs Group” and the “University Affairs Group” based on the content of their operations.

2. Enter the number of full-time workers who are employed without a term in the “Full-Time Staff” column; the number of workers who are employed with fixed terms but are given an employment status equivalent to Full-Time Staff in the “Full-Time Commissioned Staff” column; the number of workers whose employment period is six months or longer and hold two posts concurrently in the “Staff Holding Two Posts Concurrently” column; and the number of workers who are employed after concluding a contract of supply of temporary labor in the “Temporary Staff” column. Furthermore, enter the number of workers who do not fall under any of the above categories in the “Other” column.

3. Enter staff members who do not belong to “Sections” such as Heads and Deputy Heads collectively in individual departments.

4. Enter the “Sub-Total” for each department and the “Total” for each group and tally the number.

5. Do not include assistants.