Faculty Position in the Graduate School of Frontier Sciences, The University of Tokyo

The Graduate School of Frontier Sciences (GSFS), The University of Tokyo invites applications for a full-time faculty position.

We seek an open-minded individual who can drive forward the globalization of GSFS. The successful candidate will not only be giving classes to students with as many as 15 nationalities, or more but will also be working as a member of the International Liaison Office in close cooperation with the Kashiwa International Office to assist students and other members of GSFS with English language needs. Cultural sensitivity is taken for granted, in addition to being capable of communicating with students and faculty from diverse areas of academic disciplines.

1. Position
   Project professor, or project associate professor

2. Employment Status
   Full-time (non-tenured)

3. Place of employment
   Kashiwa Campus, The University of Tokyo

4. Qualifications
   - Native, or native-level speaker of English
   - Master’s degree or higher in an English language-related field preferred
   - Technical background with excellent English or English teaching skills will also be considered
   - Some Japanese language skills are an advantage.

5. Roles and responsibilities
   1) teaching basic/intermediate and intermediate/advanced classes in critical thinking skills (in English);
   2) teaching technical writing and presentation classes (in English);
   3) providing office hours for assisting students, researchers, faculty, and staff concerning their English needs, especially assisting students in improving their journal article submissions (in English) to an acceptable quality required by journals;
   4) providing support to the International Liaison Office and the Kashiwa International Office concerning international student orientations, student exchange, agreements, non-academic English language training, intercultural exchange events, and other matters involving the life of international students on campus and to help prepare Japanese students planning to study or do internships abroad;
   5) assisting the administration with proofreading and other required English language needs;
   6) attend committee meetings, if required;
   7) provide any other services that the Graduate School requires.

6. Contract start date
   1 January, 2019 (negotiable but no later than 1 April, 2019)
7. Length of initial contract: until 31 March, 2022
8. Compensation: in accordance with the pay scale of the university for such position; may vary somewhat depending on background, experience, and other factors.
9. Working conditions: discretionary labor system for professional work will be applied in accordance with university’s regulations.
10. Paid leave: provided in accordance with university’s regulations.
11. Transportation allowance: provided in accordance with the University’s regulations.
12. Social Insurance: Ministry of Education, Culture, Sports, Science and Technology (MEXT) Mutual Society of Health Insurance (Monbukagakusho -kyosai) and other labor insurance in accordance with university’s regulations.
13. Contract Conditions: must abide by the university’s regulations and policies at all times.
14. Application documents*: interested persons should submit all documents listed:
   1) Curriculum Vitae (must be in the University of Tokyo’s designated format, downloadable at https://www.u-tokyo.ac.jp/en/about/jobs.html)
   2) List of publications (categorize publications to 1. Peer-reviewed journal papers, 2. Books, and 3. Others.)
   3) Statements of i) their education experience, and ii) how you intend to contribute to the Graduate School's education mission and internationalization if appointed. (write in English on A4 paper using 12-point Arial font and single space. Maximum 4 pages.)
   5) Names, affiliation, e-mail addresses and telephone numbers of two referees that GSFS may directly contact.

* Any application that lacks any of required documents will NOT be considered. All documents submitted will NOT be returned.

15. Closing date: Hard copies of all documents must arrive before 17:00 of Tuesday, 9 October, 2018.
16. Address for applications**: General Affairs Section, Graduate School of Frontier Sciences The University of Tokyo 5-1-5 Kashiwanoha, Kashiwa-shi, Chiba-ken, 277-8561 Japan TEL: 04-7136-4003

** Application documents must be sent by mail with a tracking number and clearly marked “Application for GSFS English Faculty” in RED on the envelope.

Any inquiry regarding this position must be sent by email to Prof. Yoshito Oshima (oshima@k.u-toyo.ac.jp).

All those who make the short list will be requested to come to the Kashiwa Campus, the University of
Tokyo for an interview and demonstration lecture to be held between 13 October and 30 October, 2018.

About GSFS:  http://www.k.u-tokyo.ac.jp/index.html.en

The University of Tokyo promotes gender equality in the working environment.
http://kyodo-sankaku.u-tokyo.ac.jp/en/activities/positive-action/