Open positions for Project Lecturer / Project Assistant Professor  
(Specified Fixed-Term Appointment)  
Center for Research on Counseling and Support Services (International Student Support Section)  
The University of Tokyo

1. Number of opening and position: 1; Project Lecturer (tokunin-koshi) or Project Assistant Professor (tokunin-jokyo), to be decided considering career history, etc.

2. Affiliation: Division for Practice Research, Center for Research on Counseling and Support Service

3. Principal work duties:  
1) Providing counseling and support for international students and international researchers (including counseling, crisis intervention, consultations, and support for students with mental disabilities)
2) Preventive activities to enhance the well-being of international students
3) Planning and implementing faculty/staff/student training
4) Collaborating with relevant resources and stakeholders on/off campus to provide support to international students
5) Supporting multilingual execution of duties at the Center for Research on Counseling and Support Services
6) Conducting research on student counseling and support
7) Undertaking operations required for the management of the Center for Research on Counseling and Support Services

4. Qualifications  
The successful applicant must:  
1) have qualification such as Certified Public Psychologist and/or Certified Clinical Psychologist, (in the case of overseas qualifications, separate documentation allowing the details of the qualification to be understood should be submitted) and have a doctoral degree or an equivalent qualification in the relevant field.
2) have main work experience of at least five years in the area of psychological support for people of diverse cultural backgrounds, including international students.
3) have work experience of at least three years in providing psychological support for students in higher education institutions. Work experience at universities in Japan is desirable.
4) have sufficient level of English proficiency to perform the work duties listed in “3. Principal work duties,”
5) have sufficient level of Japanese proficiency to be able to read documents, have everyday conversations, and handle administrative inquiries in email or other written form in Japanese. The applicant is not required to be able to conduct counseling or write work related documents in Japanese.
6) have outstanding teamwork skills and be able to collaborate well with others in different positions.
7) be able to engage in their duties in accordance with the University of Tokyo’s vision for Diversity and Inclusion.

5. Scheduled date of appointment: April 1, 2024

6. Term of employment: Three years from date of appointment

7. Renewal of term: One renewal is possible contingent on the progress of assigned responsibilities, performance, work commitment and attitude, health condition, budgetary situation, and the workload available at the time of the expiration of the original term.

8. Probation period: 14 days from date of appointment

9. Location of employment: 
University of Tokyo, Komaba Campus (Komaba, Meguro-ku, Tokyo) and Hongo Campus (Hongo, Bunkyo-ku, Tokyo)

NOTE: The successful applicant will concurrently serve for the Center for Global Education, International Student Support Room and provide support for international students. Komaba Campus is the primary work location, but they may be required to work at other campuses, including Hongo Campus for approximately one day per week.
See page below for details on the Center for Research on Counseling and Support Services, Center for Global Education, and the relevant office at the Komaba Campus.

Center for Research on Counseling and Support Services
https://dcs.adm.u-tokyo.ac.jp/en/

International Student Support Room, Center for Global Education
https://www.u-tokyo.ac.jp/adm/inbound/en/support-issr.html

Center for Global Education (Komaba Branch)
https://www.globalkomaba.c.u-tokyo.ac.jp/en/international_offices/komaba_office.html

10. Working hours: Under the Discretionary Labor System for Professional Work, the employee is considered to work 7 hours and 45 minutes per day. (In principle, working hours shall be within 9:00 a.m. to 6:00 p.m., when counseling and support services are provided.)

11. Holidays: Saturdays, Sundays, public holidays, and year-end and New Year holidays (December 29–January 3)

12. Leave: Annual paid leave, special leave, etc., in accordance with the regulations of the University of Tokyo

13. Salary, etc.: Annual Salary System applies and the monthly salary of approximately 400,000 to 500,000 yen, which includes performance allowance, will be paid. (The exact amount will be determined based on the regulations of the University of Tokyo, factoring in qualifications, abilities, and experiences.) Commuting allowance of up to 55,000 JPY will be provided based on the university regulations.

14. Insurance enrollments: the MEXT Mutual Aid Association, Employees' Pension Insurance, and employment insurance

15. Documents to be submitted
1) Curriculum Vitae (rirekisho). Use the University of Tokyo format downloadable from the following site:
   https://www.u-tokyo.ac.jp/en/about/jobs.html
   Please note that it is not necessary to attach a photograph to the form at the time of application.
2) Statement of work and educational achievements
3) Summary of professional work experience related to items 1)–4) of “3. Principal work duties,” as well as the statement of initiatives that the applicant wishes to undertake after being appointed to their new post (A4 size, two sheets maximum)
4) Offprints or copies of selected publications (up to three)
5) Documentation certifying linguistic proficiency
   · Proficiency in English (e.g., TOEIC score (not required if the applicant has completed undergraduate or graduate school in a program taught in English))
   · Proficiency in Japanese: If the documents listed in 1) to 4) are submitted in English, the applicant shall also submit documentation certifying their Japanese-language proficiency.
6) Names and contact (telephone number and email address) of two people who can be contacted during the screening process to provide their opinions

16. Application Submission and Deadline
Send an email to the address specified in 18 below by November 22, 2023, 16:00 (JST). A reply email with an upload link will be provided. Upload all the necessary documents according to the instructions that will be provided in the reply email by November 27, 2023, 23:59 (JST).

The title of this inquiry email should be “(Upload Requested) Center for Research on Counseling and Support Services.”
No message is necessary in the email.

17. Screening method: document screening and interview
Interviews for applicants who have passed the document screening stage are scheduled to be held from late December 2023 to early January 2024.
NOTE: Interviews will be conducted in Japanese and English.
18. Inquiries:
Student Counseling and Support Group, Education and Student Support Department, The University of Tokyo
7-3-1, Hongo, Bunkyo-ku, Tokyo 113-8654

E-mail: soudankikaku.adm [at mark] gs.mail.u-tokyo.ac.jp (replace [at mark] with @)

19. Institution: The University of Tokyo

20. Status of measures for the prevention of passive smoking: Smoking is prohibited on campus (except in designated outdoor smoking areas).

21. Other points to note:
1) Application documents will not be returned.
2) If an interview is conducted during the screening process, the applicant shall pay transport and other costs involved. Please note that interviews may be held online depending on the circumstances.
3) Applications will be handled in strict confidence, and application documents will not be used for purposes other than the recruitment process.
4) In March 2009, the University issued the Declaration of Gender Equality Acceleration, followed in June 2022 by the Statement on Diversity & Inclusion. On the basis of these policies, the Center welcomes applications from candidates of all genders, nationalities, and backgrounds. Applicants are further expected to proactively engage in working toward the realization of the University’s Statement on Diversity & Inclusion.
5) If the successful applicant is in an individual contractual relationship with a foreign corporation or government at the time of appointment, or if they are in receipt of significant monetary or other benefits from a foreign government, restrictions may be placed on the sharing of certain technologies in accordance with the stipulations of the Foreign Exchange and Foreign Trade Act, making it difficult for the applicant to fulfil their duties as member of the teaching staff of the University. In such case, the successful applicant will be required to restrict their contractual relationship or receipt of benefits to an extent wherein impediments are not placed on the sharing of technologies required for the performance of their duties.