

## Call for Applications: Project Associate/Assistant Professor, GSFS, UTokyo

The Graduate School of Frontier Sciences (GSFS), The University of Tokyo invites applications for a full-time faculty position: **Project Associate/Assistant Professor**

As a member of the GSFS Education Support Office, you will conduct communications-related courses including critical thinking, technical writing, and presentations training as well as assist with typical writing center activities. The GSFS community is an eclectic gathering of science disciplines and nationalities that takes a transdisciplinary approach to addressing global issues. As such, you will work closely with other members dedicated to tackling the challenges that scientists have communicating effectively with other scientists as well as with policymakers and the general public.

The ideal candidate will be an open-minded individual motivated to innovate campus-wide opportunities that foster a high level of discussion on important socio-scientific issues. Candidates should have the cultural sensitivity, skills and confidence to develop student's transferable skills and demonstrate ability to continuously develop a teaching philosophy that inspires accountable student learning;

Your application can be greatly supported by any of the following: 1) publications, 2) external funding success, 3) inter-disciplinary research, 4) Japanese language skills.

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|-------------------------------|---|
| 1. Position                   | Project Associate Professor or Project Assistant Professor (full-time, non-tenured)   |
| 2. Contract starting date     | July 1, 2022 or later   |
| 3. Contract period            | Until March 31, 2025  |
| 4. Renewal of contract        | Although this contract is non-renewable, the successful applicant may reapply if there is a new call for applications for the same or similar positions.  |
| 5. Probationary period        | 6 month   |
| 6. Place of employment        | Graduate School of Frontier Sciences, The University of Tokyo (5-1-5 Kashiwa-no-ha, Kashiwa-city, Chiba prefecture, Japan)  |
| 7. Affiliation                | Education Support Office  |
| 8. Roles and responsibilities | <ol style="list-style-type: none"><li>1) teach graduate level credit and non-credit courses for transferable skills including, critical thinking, presentation, writing and public speaking.</li><li>2) design, develop and manage learning activities, assessments, and feedback in line with the University's policies;</li></ol> |

- 3) work closely with the International Liaison Office to prepare Japanese students to study or do internships abroad as well as assist with student orientations, student exchange programs and document proofreading;
- 4) work closely with the Kashiwa International Office to provide English language consulting and participate in activities that support the wellbeing of international students;
- 5) actively participate in administrative meetings and seminars and join School/Faculty committees as required;
9. Working conditions As prescribed by University regulations: Discretionary Labor System for Professional Work.
10. Overtime work Not applicable
11. Days off Sundays, Saturdays, holidays prescribed in the National Holiday Act, December 29 to January 3 of the following year, and other days specifically designated as days off
12. Paid leave Provided in accordance with the University's regulations
13. Compensation Basic salary is to be calculated according to the candidate's past performance in accordance with The University of Tokyo's Salary Regulation. Transportation allowance to be provided in accordance with the University's regulations
14. 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 the University's regulations.
15. Payday 17<sup>th</sup> day of each month.
16. Qualifications
- Exceptional communications and teaching skills.
  - Exceptional command of English for graduate level research and instruction.
  - Experience in teaching graduate students from diverse socioeconomic, cultural, and academic backgrounds.
  - Completed a Master's degree or higher.
17. Application documents

Interested persons should submit all documents listed:

- 1) Curriculum Vitae in The University of Tokyo's format, downloadable at <https://www.u-tokyo.ac.jp/en/about/jobs.html>
- 2) List of categorized publications (1. Peer-reviewed journal papers, 2. Books, and 3. Others.)
- 3) Two statements written in English explaining: i) the relevance of your education and professional experience for this position, and ii) your motivation and how you intend to contribute to the GSFS's

educational mission to foster a high-quality international learning experience. (The document should be single spaced, use 12-point Arial font and be kept to a maximum four (A4) pages)

4) Names, affiliation, e-mail addresses and telephone numbers of two references that GSFS may directly contact.

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

18. Application method Upload all application documents to the following URL.  
[https://go.k.u-tokyo.ac.jp/gsfsother\\_20220124\\_AssProf](https://go.k.u-tokyo.ac.jp/gsfsother_20220124_AssProf)
19. Closing date All documents must be uploaded before 17:00 JST of March 31<sup>st</sup>, Thursday, 2022.  
All those who make the short list will be requested to come to the Kashiwa Campus, The University of Tokyo, or hold an on-line meeting for an interview and demonstration lecture to be held between April 14<sup>th</sup>, Thursday, 2022 and April 22<sup>nd</sup>, Friday, 2022.
20. Selection result Will be notified via email followed by an official letter.
21. Inquiries Any inquiry regarding this position must be sent by email to Prof. Tomochika Tokunaga ([tokunaga@edu.k.u-tokyo.ac.jp](mailto:tokunaga@edu.k.u-tokyo.ac.jp)).

About GSFS: <https://www.k.u-tokyo.ac.jp/index.html.en>

About GSFS Education Support Office: <https://gsfs-eso.edu.k.u-tokyo.ac.jp>

About GSFS International Liaison Office (ILO): <https://www.ilo.k.u-tokyo.ac.jp/en/>

About Kashiwa International Office (KIO): <https://www.u-tokyo.ac.jp/adm/inbound/en/kashiwa.html>

The University of Tokyo promotes gender equality in the working environment and hiring practices.

<https://www.u-tokyo.ac.jp/kyodo-sankaku/en/index.html>