

**Recruitment Information for Project Lecturer or Project Assistant Professor
(Fixed-Term Project Staff) at the Institute for Innovation in International Engineering Education, School of
Engineering, The University of Tokyo**

1. Title and Hiring Numbers:	Project Lecturer or Project Assistant Professor (Fixed-term project staff) 1 person
2. Term of Employment:	April 1, 2025 to March 31, 2026
3. Renewal of Contract:	The contract is renewable on a fiscal year basis (from April 1 to March 31) subject to progress of the work assigned, job performance, work record, and attitude, health conditions, budget status, the amount of the work at the end of the term. Contract is until March 31, 2030 at the longest.
4. Probation Period:	14 days from the date of employment
5. Place of Work:	Hongo campus, The University of Tokyo (7-3-1 Hongo, Bunkyo-ku, Tokyo) Stations : Subway Chiyoda Line Nezu Sta. 7 min Namboku Line Todai-mae Sta. 10 min Marunouchi Line Hongo-sanhome Sta. 15 min The scope of changes: Place designated by the University (In principle, reassignment or secondment will not be ordered against one's will. Details are in accordance with Article 4 of The University of Tokyo Regulations on Conditions of Employment of Academic Staff.)
6. Affiliation:	Division of Global Education, Innovation in International Engineering Education, School of Engineering *Your affiliation may be changed subject to necessity of the business
7. Contents of Work Duties:	The Project Lecturer/Project Assistant professor at the Institute for Innovation in International Engineering Education will be involved in educational and administrative activities, with a focus on: (1) Enhancing the international communication skills of students in the Faculty/School of Engineering. (2) Developing global education programs to prepare students to become active global citizens. (3) Promoting international exchange activities. The scope of changes: reassignment, dual appointment and secondment may be ordered (In principle, no order may be issued against one's will. Details are in accordance with Article 4 of The University of Tokyo Regulations on Conditions of Employment of Academic Staff.)
8. Working Hours:	Discretionary work system for professional work applies and working hours will be deemed as 7 hours and 45 minutes per day.
9. Days off:	Saturdays, Sundays, Holidays, and the year-end and New Year holidays (Dec. 29th to Jan. 3rd)
10. Leave Time:	Annual Paid Leave, Special Leave, etc. To be determined by The University of Tokyo Regulations.
11. Wages, etc.:	An annual-based salary system is applied, and the monthly salary is about 450,000 yen to 600,000 yen, including performance and achievement allowances. The salary will be decided taking your qualifications, capacity, academic background, experience, etc. into account. Commuting Allowance up to JPY 55,000 is supplied. No retirement benefits and bonuses. Payment is generally made on the 17th of each month.
12. Insurance:	Eligible for insurance from the Mutual Aid Association of MEXT (Ministry of Education, Culture, Sports, Science and Technology) and Employment Insurance.
13. Accident Compensation:	Work-related accidents and commuting accidents are covered by the Industrial Accident Compensation Insurance Act and the University of Tokyo's Teacher and Staff Act Non-Compliance Accident Compensation Regulations.
14. Qualification Requirements:	Minimum Qualifications: (1) A doctoral degree in English education, international communication education, linguistics, applied linguistics, engineering, or a related field. Master's degree candidates with a strong publication record and educational experience will also be considered. (2) Experience in planning and managing programs such as student exchanges and study abroad initiatives in higher education institutions, or a strong motivation to conduct these activities. Preferred Qualifications: (1) Experience in studying abroad. (2) A high level of proficiency in both English and Japanese necessary for the role.
15. Documents to be Submitted:	1) The University of Tokyo Standard Resume (Download the resume from the website below.) https://www.u-tokyo.ac.jp/en/about/jobs.html 2) Declaration regarding past criminal penalties, administrative actions, and disciplinary actions due to sexual harassment and/or sexual violence, etc., against students https://drive.google.com/drive/folders/1mRhJk24Gz6oBhS8gwBPgAFW7j60NFjtu?usp=drive_link 3) A 800-word summary of your research activities, including your master's thesis and/or doctoral dissertation. 4) A list of your scholarly accomplishments. 5) Two recommendation letters sent via email from references who can attest to your experience in research and educational activities (e.g., a supervisor). 6) A statement of your vision for global education, covering the following topics in one to two A4 pages: • The future of global education in the Department/School of Engineering. • Teaching English to graduate and undergraduate engineering students. • Innovative approaches to global education with a focus on active learning and the use of ICT, AI, and online tools. • An area of interest related to global education. Note: The application documents must be arranged in the order listed above and saved as a single PDF file. Please submit this single PDF file to takanabe_admin@chemsys.t.u-tokyo.ac.jp with the subtitle "Your name_Application documents to Project Lecturer or Project Assistant Professor at IIIEE" • File size must be no larger than 5MB. • Please contact us if you do not receive any reply within three working days after submission.
16. Submission Method:	Those who are selected for an interview will be contacted via the email address provided by November 10 with details regarding the interview date, location, and format. Please note that we will not notify individuals who are not selected. • Please refrain from making inquiries regarding the selection result. • Travel expenses for the selection process will not be reimbursed.
17. Application Deadline:	Applications must arrive by 5pm (JST) 31 October 2024 (Thu). After screening of application materials, interviews of selected applicants will be conducted.
18. Selection Method:	Interviews will be conducted for those who pass the document screening. (Online interviews will also be available to those who live in a distant location.)
19. Recruiter Name:	The University of Tokyo
20. Measures against second-hand smoking:	Smoking is not allowed on campus grounds. (Only permitted in designated areas outside.)
21. Notice:	If you are personally in contract with foreign governments, corporations or universities, or you are in receipt of a large benefit (financial or any other form) from foreign governments during the period of your employment, the provisions of the Foreign Exchange and Foreign Trade Act (FEFTA) may prohibit or restrict the sharing of technologies that are designated as controlled technologies possibly making it difficult for you to fulfill your duties as an academic or administrative staff of the university as a result. Therefore, in such cases it is necessary to keep such contracts/benefits within the scope that it does not hinder the sharing of technologies necessary for your duties to the university.
22. Other:	Personal information is handled carefully according to the Privacy Policy of The University of Tokyo, and will be used only for these recruitment purposes. Submitted documents will not be returned. We welcome proactive applications from women in accordance with "The University of Tokyo, Declaration for Promoting Gender Equality".
23. Contact:	7-3-1 Hongo, Bunkyo-ku, Tokyo 113-8656, Japan Kazuhiro Takanabe, Professor, Director of the Division of Global Education, Innovation in International Engineering Education, School of Engineering Tel: 03-5841-1195 Email: takanabe_admin@chemsys.t.u-tokyo.ac.jp