

Application Guidelines for Professor/Associate Professor Position
Global Partnership Promotion Division (International Exchange),
Graduate School of Agricultural and Life Sciences, The University of Tokyo

1	Position	Professor/Associate Professor
2	Number of Positions	One
3	Starting Date	April 1, 2023 (planned)
4	Term of Employment	Non fixed-term
5	Work location	1-1-1, Yayoi, Bunkyo-ku, Tokyo (The University of Tokyo Yayoi Campus)
6	Affiliation	Global Partnership Promotion Division, Graduate School of Agricultural and Life Sciences, The University of Tokyo
7	Job Details	<p>The Graduate School of Agricultural and Life Sciences of the University of Tokyo established the "Global Partnership Division (GP Division)" with the aim of establishing a new brand of agricultural science and to comprehensively plan for and advance solutions to the global-scale challenges that human society faces by drawing on the collective wisdom in all disciplines within the Graduate School. The GP Promotion Division will comprehensively plan and promote initiatives necessary for the development of the Graduate School, such as enhancing its international status, strengthening industry-academia collaboration and intellectual property management support systems for the creation of new industries, further development and enhancement of graduate education and interactive recurrent education (AGRI-COCOON, One Earth Guardians, industry-academia collaborative creation projects (FSI projects), etc.), and disseminating information not only to Komaba students but also to the next generation.</p> <p>The Office of International Exchange, the Office of Industry-Academia-Government-Private Partnership, the Public Relations Office, and the Office of Human Resource Education and Support will be established within the GP Promotion Department to perform mutually complementary duties.</p> <p>This time, we are looking for a person who will mainly be in charge of the operations of the International Exchange Office, as well as public relations and human resources education support. For more information on the work of the Office of International Affairs, please refer to the following website http://www.a.u-tokyo.ac.jp/oicehp-j/index.html Specifically, the job description includes liaison with overseas partner universities (regarding international academic agreements, exchange programs, and memorandums of understanding for student exchange), handling of visitors from overseas institutions, providing general education and research support including providing everyday-life counseling for international students affiliated with the graduate school, planning and managing of international exchange programs organized by the graduate school, providing guidance to international students, and checking English translations of administrative documents.</p> <p>※Research activities are not included in the work.</p>
8	Working Hours	5 days per week (Monday-Friday) 9:00-17:30 (45 minutes break)
9	Days Off	Saturdays, Sundays, national holidays, and year-end through New Year holidays (from December 29 to January 3 of the following year).
10	Salary	Basic Salary will be decided taking your academic background, professional background, etc. into account. Wage Raise System: Yes Examples: Doctor / from JPY 340,000 Various Allowances: Bonus (twice a year), Commuting Allowance (basically up to JPY 55,000), and other allowances decided by the University
11	Insurance	Appointees will be enrolled in the Mutual Aid Association of Ministry of Education, Culture, Sports, Science, and Technology as well as employment insurance.
12	Required Qualifications	<ol style="list-style-type: none"> 1) Doctoral degree preferred. 2) University research or teaching experience preferred 3) Proficiency in both English and Japanese 4) Must be able to actively support international students. Experience in providing support is desirable. 5) Must be able to work cooperatively with the faculty and administrative staff of the Graduate School. 6) Experience of studying abroad or being stationed abroad is desirable for Japanese nationals.
13	Application documents	<ol style="list-style-type: none"> 1) Curriculum vitae (Please use The University of Tokyo Standard Resume Form, downloadable from the following link: https://www.u-tokyo.ac.jp/en/about/jobs.html) 2) Research achievements (books, original papers, reviews, etc.) 3) Educational Achievements 4) Social contributions (academic society activities, committee activities, volunteer activities, etc.) 5) Self-evaluation of past activities related to "12. Required Qualifications" (about 2000 words) 6) Policies and aspirations for supporting international students after arrival at the office (about 2000 words) 7) Names, job titles, and contact information (address, telephone number, e-mail address, etc.) of two persons who can evaluate your research, educational background, and support activities.
14	Application Deadline	All documents must be received on or before (Friday, January 20, 2023) . After screening of the application materials, short-listed candidates will be interviewed.
15	Contact Information	1-1-1, Yayoi, Bunkyo-ku, Tokyo, 113-8657 JAPAN Graduate School of Agricultural and Life Sciences, The University of Tokyo Director, International Exchange Office (IWATA Tadahisa) TEL: +81(0)3-5841-5266 E-mail: atiwata[at]g.ecc.u-tokyo.ac.jp (Please replace [at] with @.) Please write "Global Partnership Promotion Division Application Forms Enclosed" in red on the envelope and send it by a method that will be recorded.
16	Probation Period	There will be a six-month probationary period at the beginning of the appointment.
17	Employer	The University of Tokyo
18	Additional Information	<p>Please note that application documents will not be returned.</p> <p>Personal information obtained through this application process will be used only for the screening and the recruiting of the applicants, never for any other purpose.</p> <p>The University of Tokyo promotes gender equality. We encourage applications from female researchers.</p> <p>Status of measures to prevent second-hand smoke: No smoking on the premises (There is a smoking area outdoors)</p> <p>During the period of employment, sharing controlled technology to you may be prohibited by FEFTA and it may become difficult to achieve your job as a faculty or a staff member of the University if you are under the control of a foreign government, corporation or university by contract, or under the control of a foreign government by economic interests. In such a case, you need to keep the contract or interests within the range that does not incur such restrictions.</p>