

April 16, 2014

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President
Ochanomizu University
2-1-1 Otsuka, Bunkyo-ku,
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Job Opening for Postdoctoral fellows
(Science and Technology fields)

To Whom It May Concern:

A graduate educational program for which Ochanomizu University, a National Women's University Corporation in Japan, had applied was accepted by the Government on October 1, 2013. The title of the program is <Fostering Long-Term Creativity and Innovation with Science and Technology Disciplines Based on Ochanomizu Spirit "Migakazuba" >.

Applications are invited for the positions of Lecturers or Assistant Professors (equivalent to Postdoctoral Fellows) who will be engaged in promoting this program.

Please announce this job opening notice widely to the people affiliated and related to your university and organization, and recommend appropriate candidates. Non-Japanese applicants are very welcome. (Details of the program will be given in Addendum.)

Contents of the job and how to apply

1. Number and Title of the position (Job Status):

Four positions of Project Lecturers or Project Assistant Professors which are equivalent to Postdoctoral Fellows (Full-time job with a finite period appointment)

2. Affiliation:

Leading Graduate School Promotion Center, Ochanomizu University

(The Division of Advanced Sciences or Life Sciences of the Education Organization, the Graduate School of Humanities and Sciences)

3. Location of Employment:

Ochanomizu University

2-1-1 Otsuka, Bunkyo-ku, Tokyo 112-8610, JAPAN

Nearest station: Myogadani station of Marunouchi subway line, or Gokokuji station of Yurakucho subway line. Seven minutes' walk from each station.

4. Research and teaching fields: Chemistry, Computer Sciences, Engineering, Nutrition and Food Sciences.

5. Main courses in charge:

Graduate courses of “Project Based Team Study I&II” and other courses related to “4. Research and teaching fields”

6. Job contents:

- (1) Supervise the graduate students who carry out the “Project Based Team Study (PBTS)” (see Addendum)
- (2) Education and research in the science and technology fields which contribute to the theme of PBTS
- (3) Other duties related to the promotion of this program

7. Qualifications:

- (1) Able to supervise the research activities of the graduate students mainly or in a subsidiary position.
- (2) Able to offer classes and supervise the researches of the graduate students in English.
- (3) Holding Ph.D. degree or expecting to obtain it before September 30, 2014.
- (4) Degrees obtained or to be obtained from overseas universities are preferable for the Japanese applicant.

8. Term of Employment:

The employment should start from the earliest possible day before October 1st, 2014 in the academic year of 2014 to its end, namely March 31, 2015. The appointment can be extended upon the agreement between the employer and the employee. The appointment period will be maximally three years from the starting day.

9. Work Hours:

From 8:30 to 17:15 (from Monday to Friday), including 60-minute break, following the discretionary labor system.

10. Holidays and Vacations

Holidays: On normal occasions, Saturdays and Sundays, National Holidays, and Year end and New Year (from December 29 to January 3). On special occasions, the employees have to work even on holidays in order to carry out their duties.

Vacations: Annual paid vacation, sick leave, and the special leave are provided.

11. Salary: Paid from 3.6 to 4.2 million yen per year for Lecturer, and 3.6 million yen per year for Assistant Professor on the basis of our Salary Regulations.

One twelfth of the salary is paid each month.

(Social insurance contribution, tax and benefits are all included in the salary.)

12. Allowances: Paid on the basis of our Salary Regulations

(The commuting allowance is not paid if the commuting distance is less than 2 km. It is paid from the next month, if the employment starts in the midst of the month.)

13. Retirement Allowance: To be paid on the basis of our Retirement Salary Regulations.

14. Insurances:

It is obligatory to take out the workers' accident compensation insurance, employment insurance and the mutual society of health insurance of the Ministry of Education, Culture, Sports, Science and Technology.

15. Documents to be submitted:

(1) Signed Curriculum Vitae (including education, employment and award records, the name of academic society, postal and E-mail addresses and full-face photograph)

(2) List of research achievements (Please itemize papers with and without referees, books, invited talks, presentations at conferences, etc.)

(3) Off-prints or photocopies of major papers and books (up to five papers or books). These major works should be marked in the list of achievements.

(4) Description of previous research achievements, and the research plan contributing to the theme of PBTS after being employed (approximately 700 words).

(5) Short essay on your aspiration to supervise PBTS (approximately 350 words).

(6) Description of previous educational experiences and the aspiration to teach and supervise students in classes and the research project, respectively (approximately 700 words).

(7) List of grants previously acquired.

(8) Graduation certificates or the Ph.D. certificates.

(9) Two letters of recommendation.

(10) Names, affiliations and E-mail addresses of the recommenders

(11) Application Form (to be downloaded from the following url)

<http://www.ocha.ac.jp/help/recruitment/index.html>

(12) Postcard to be used to inform the applicant of the receipt of the application materials (Postal address of the applicant should be clearly written on it.)

(13) Envelope to be used to return all the application documents (Postal address of the applicant should be clearly written on it.) [See important notes below.]

Use A4-sized sheets for the above documents except for (3), (8), (9), (12) and (13).

16. Selection Procedure:

(1) 1st selection: by the submitted documents

Results of the selection will be informed by postal mail or E-mail to the applicant.

(2) 2nd selection: by the interview (scheduled in June, 2014)

The selected applicants will have the interview at Ochanomizu University in Tokyo. We do not cover the travel expenses for the interview.

The date and time of the interview will be informed by E-mail to the applicants who have passed the 1st selection. The final result of the selection will be informed by postal mail or E-mail to the applicant.

17. Deadline to submit the application documents: All documents should reach us before 5 p.m. on May 30, 2014 (Japan time)

18. Mailing address for the submission:

Sawako Hanyu

President

Ochanomizu University

2-1-1 Otsuka, Bunkyo-ku, Tokyo 112-8610, JAPAN

19. Contact Person:

Professor Hazuki Furukawa

The Natural/Applied Sciences Division of the Research Organization,

Graduate School of Humanities and Sciences, Ochanomizu University

Tel: +81-3-5978-5317

E-mail: query-leading-ocha@cc.ocha.ac.jp

Inquiries should be made in principle by E-mail.

[Important notes for sending the application]

You should use registered mail. (You can also use home-delivery service.)

On the envelope, please write "Application for PD (Science and Technology)" in red.

Applicants should enclose an envelope, so that the application documents can be returned.

(Postal address of the applicant should be clearly written on the envelope.)

[Addendum]

**Fostering Long-Term Creativity and Innovation
with Science and Technology Disciplines
Based on Ochanomizu Spirit “Migakazuba”**

Program Outline

It is certain that innovation is the key to Japan’s sustainable development. Meanwhile, Japan’s prosperity is said to be at stake because of shrinking workforce due to the falling birth rate and the aging population. In such circumstances, to achieve equal participation of women at the workplace of science and technology, where the population of women is very low, should be Japan’s No.1 national commitment.

Ochanomizu University, a prominent Japanese women’s university, plans to launch the 5-year graduate educational program to respond to this issue.

The program aims at fostering woman innovators in the fields of science and technology who will be able to accommodate rapidly changing social needs with discipline of science and technology, especially physics, mathematics, information technology *etc.* which are the academic fields with the lowest representation of women. The program also provides skill trainings in communication, cross-cultural understanding and teambuilding, which are the qualities most needed for global leaders.

This 5-year program;

- 1) unifies master’s and doctoral courses.
- 2) is offered as a sub-major program for the students in the graduate courses of Advanced Science and Life Sciences.
- 3) consists of science foundation subjects (math, physics, IT, *etc.*), advanced liberal arts subjects (offered in English) and leadership training subjects (career development, presentation, *etc.*).
- 4) includes PBTs (Project Based Team Study) in which students are expected to form a project team (a cross functional team) with people from different fields and diverse backgrounds and tackle with an authentic challenge in science and technology. In this process, students continue to polish their spirits and abilities individually or with each other. This is the Ochanomizu spirit of “Migakazuba” (school song of our university) that says;

“Without polishing
A gem or a mirror,
What good would it be?
The path of learning

Should be

Like this.”

5) is aiming at fostering people who contribute to the society immediately after graduating our university.

6) is based on the various projects previously performed in our university in order to foster women's global leadership.

7) is supported by the Industry and Academia Collaboration established to design the PBTS and leadership training courses.