

April 15, 2014

Sawako Hanyu
President
Ochanomizu University
2-1-1 Otsuka, Bunkyo-ku,
Tokyo 112-8610, JAPAN

Job Opening for Lecturer fellowship
(The Promotion Center of Leading Graduate School)

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 a Lecturer 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 and English native 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):

A fixed term lecturer (full time)

2. Affiliation:

The Promotion Center of Leading Graduate School, Ochanomizu University

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. Job responsibilities

There are 10 duties, of which (3), (6), (9) and (10) are of most importance.

(1) Logistic schedule management

(2) Operation related to entrance exam

(3) Implementation of industry-academia-government and international collaboration

- (4) Learning supports for graduate students
- (5) Conducting a review of course curricula and researching for the development of teaching and evaluating methods which lead to academic degrees
Enhancing women's leadership Ability to develop research in global subject
- (6) Supporting study commons special appointment teachers
- (7) Planning
- (8) Publication matters
- (9) Drawing up business reports
- (10) Other business promotion matters

5. Qualification requirements

- (1) A person with a highly knowledgeable base and high motivation for this project
- (2) Work experience in education related businesses such as universities is preferable
- (3) More than TOEIC 850, or native level
- (4) Master's degree or equal qualification

6. Term of Employment:

Employment is to commence at the earliest possible date in the academic year beginning April 1, 2014 and will end on March 31, 2015. The term can be extended up to 5 years subject to agreement by both parties.

7. Work Hours:

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

8. Holidays and Vacations

On the basis of our working time and holiday regulations

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.

9. Salary: Paid from 3.6 to 4.2 million yen per year.

One twelfth of the salary is paid each month.

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

10. 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.)

Diligence and end-of-term allowances will not be paid.

11. Retirement Allowance is not applicable to this position.

12. 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.

13. 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) Description of the aspiration to promote a women's university project (approximately 700 words, in English)

(3) Details of suitability for our job requirements, and your contribution to our project following appointment (approximately 700 words, in English)

(4) Certificates of one's highest degree

(5) A copy of TOEIC result (if you have)

(6) 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.]

Please use A4-sized sheets for the above documents except for (4), (6).

14. 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 May, 2014)

The date and time of the interview will be informed by E-mail to the applicants who have passed the 1st selection. We do not cover the travel expenses for the interview. The final result of the selection will be informed by postal mail or E-mail to the applicant.

15. Deadline to submit the application documents: All documents should reach us before 5 p.m. on April 25, 2014 (Japan time)

16. Mailing address for the submission:

Sawako Hanyu

President

Ochanomizu University

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

17. 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 a fixed term lecturer(full-time)” in red. Applicants should enclose a self-address and stamped envelope, so that the application documents can be returned.

[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.