

October 30, 2015

Dr. Kimiko Murofushi  
President  
Ochanomizu University  
2-1-1 Otsuka, Bunkyo-ku,  
Tokyo 112-8610, JAPAN

Job Opening for an Associate Professor / Lecturer Position  
(Food and Nutritional Sciences and related fields)

To Whom It May Concern:

Please be advised that we open a position for a graduate educational program titled <Fostering Long-Term Creativity and Innovation with Science and Technology Disciplines Based on Ochanomizu Spirit "Migakazuba">. This program was selected as one of "Program for the Leading Graduate Schools" conducted by the Ministry of Education, Culture, Sports, Science and Technology in 2013. The program needs a position of Project Associate Professor or Project Lecturer who will be engaged in promoting the program. (Details of the program will be given in Addendum)

We are very much obliged to you if you would kindly announce this job opening notice widely to the people affiliated and related to your university and organization, and recommend appropriate candidates.

Contents of the job and how to apply

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

One position of Project Associate Professorship or Project Lectureship (Full-time job with a finite period appointment)

2. Affiliation:

Leading Graduate School Promotion Center

3. Location of Employment:

Ochanomizu University (お茶の水女子大学)

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. It is seven minutes walk from each station.

4. Teaching fields:

Food and Nutritional Sciences and related fields

5. Main courses in charge:

Graduate course of "Special Lecture on Advanced Science and Technology for Global Leaders VII" in Food and Nutritional Sciences and other related courses, and "Project Based Team Study I&II"

6. Job contents:

- (1) Supervising of the graduate students who carry out the "Project Based Team Study (PBTS)" (see Addendum)
- (2) Education in the science and technology fields which contribute to the theme of PBTS, and its method development
- (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) Having experiences and records of teaching and research in the applicant's own field, especially experience in working in industry.
- (3) Able to offer classes and supervise the research of the graduate students in English.
- (4) Holding Ph.D. degree.
- (5) For the Japanese applicants, degrees obtained from overseas universities are preferable.

8. Term of Employment:

- (1) From the earliest possible day in the academic year of 2015 to its end namely March 31, 2016.
- (2) The appointment can be extended upon the agreement between the employer and the employee.  
-The appointment period for Associate Professorship will be maximally extended to on March 31, 2020.  
-The appointment period for Lectureship will be maximally extended to three years from the starting day.
- (3) The contract will be renewed every academic year.

9. Working Hours:

Standard time 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, the Year end and the New Year holidays (from December 29 to January 3).

On special occasions, the employees work even on holidays in order to carry out their duties.

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

11. Salary: Annual Salary System on the basis of our Salary Regulations.

-Associate Professor: 6,000,000 yen (500,000 yen is paid each month)

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

-Lecturer: 4,200,000 yen (350,000 yen is paid each month)

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

12. Allowances: The commuting allowance (Unpaid if the commuting distance is less than 2km) will be paid on the basis of our Salary Regulations. It will be paid from the next month, if the employment starts in the midst of the month.

13. Retirement Allowance: will not be paid.

14. Insurances: It obliges the employees to take out the workers' accident compensation insurance and unemployment insurance of the government. The Employee automatically become a member of the Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association to take out mutual health aid and mutual pension.

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 education 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) Graduation certificates or the Ph.D. Certificates.

(8) Two letters of recommendation.

(9) Names, affiliations and e-mail addresses of the recommenders.

(10) Application Form (to be downloaded from the following URL)

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

Use A4-sized sheets for the above documents except for (3), (7) and (8).

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 applicants.

(2) 2nd selection: by the interview (scheduled in December 2015)

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 first 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 be reached us by at 5 PM on November 30, 2015 (Japan time)

18. Mailing address for the submission:

To Dr. Kimiko Murofushi  
President  
Ochanomizu University

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

19. Contact Person:

Professor Hazuki Furukawa

The Natural Sciences Division, Faculty of Core Research, Ochanomizu University

Tel: +81-3-5998-5778

E-mail: [query-leading-ocha@cc.ocha.ac.jp](mailto:query-leading-ocha@cc.ocha.ac.jp)

Inquiries should be made in principle by E-mail.

[Important notice for sending the application]

- (1) Use registered mail. (You can also use home-delivery service.)
- (2) Write "Application for Leading Graduate School program" either on the envelope or on delivery invoice.
- (3) Ochanomizu University does not share or disclose private information to the third parties without the consent of the applicants. Submitted application documents of all applicants are destroyed by the university.
- (4) Any applicants who wish to have the documents back can enclose an envelope with return postal address of the applicant specified.

[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) aims at fostering people who contribute to the society immediately after graduating from 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.