

October 25, 2023

President Yasuko Sasaki  
Ochanomizu University  
2-1-1 Otsuka, Bunkyo-ku,  
Tokyo 112-8610, JAPAN

Job Opening for an Assistant Professor or a Lecturer Position  
(Computer/Information Science)

To Whom It May Concern:

Ochanomizu University, a National University Corporation in Japan, has an opening for a Tenure-Track position. Under this system, a young researcher with excellent qualifications will be employed as a full-time Assistant Professor or a Lecturer for a fixed term, and after assessment in a certain period of time, he or she will be promoted to hold a tenure position.

For this Tenure-Track position we invite applications from younger researchers who meet the following requirements.

Please announce this job opening widely to the people affiliated with and related to your university and organization, and recommend appropriate candidates to apply.

Contents of the job and how to apply

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

One Assistant Professor or Lecturer position (Full-time job with annual salary). Assistant Professors and Lecturers will hold tenure-track positions for five years, with tenure review conducted in the middle of the term.

2. Affiliation:

Faculty of Core Research, Natural Science Division, 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. Research and teaching fields:

Any leading area in the field of next-generation computer/information sciences (such as, but not limited to, high-performance computing, interdisciplinary area between mathematics and machine learning (e.g., differential artificial intelligence), and quantum cryptography).

5. Main courses in charge:

(Graduate School) Advanced courses related to specialized fields, seminars, etc.

(Undergraduate) Special courses related to specialized fields, Basic computer science courses, Computer ethics, Programming exercises, Liberal arts courses, etc.

6. Job contents:

- (1) Education and research, and social contribution in the professional fields
- (2) Administrative duties in our university
- (3) Work of related research institutes and centers

7. Qualifications:

- (1) Holding a Ph.D. degree
- (2) Being able to supervise the research activities of the undergraduate and graduate students mainly or in a subsidiary position.
- (3) Being able to offer classes on the basics of computer/information science.
- (4) Having experience and achievements in education and research related to their specialized fields.
- (5) Having the spirit of Liberal Arts, and being able to teach and practice it.
- (6) Being able to teach classes in both Japanese and English as most classes will be taught in Japanese.

8. Term of Employment:

Five years after the beginning of the employment. The employment should start at the earliest possible day after June 1, 2024. (tenure review will be conducted midway through the term of office). For those who had an employment contract with the University prior to the date of appointment, the employment period may be limited if the period without a contract has not elapsed for more than a certain period since the most recent fixed-term employment contract ended, in accordance with the Rules on Employment of Faculty Members Employed on an Annual Salary Basis based on Article 4, Paragraph 4 of the Ochanomizu University Employment Rules for Employees of National University Corporation (hereinafter referred to as the "Rules on Employment of Faculty Members on an Annual Salary Basis"). The employment period may be limited if a certain period of time without a contract has not elapsed since the end of the most recent fixed-term employment contract.

Trial period: 6 months from the date of employment (job description and working conditions are the same)

9. Work Hours:

Under the discretionary labor system for specialized work, the employee is considered to have worked 7 hours and 45 minutes per day, 5 days per week.

10. Holidays and Vacations

In accordance with the Regulations Concerning Working Hours, Holidays, etc. for Employees of Ochanomizu University National University Corporation.

Holidays: Saturdays and Sundays, National Holidays, and Year end and New Year (from December 29 to January 3), except for days due to business reasons like having entrance examinations.

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

11. Salary: Annual salary system (Annual salary is determined based on work experience and performance, and is divided by 12 months and paid monthly.) (Tax and self-contribution for health insurance and pension will be deducted from the salary.)
12. Allowances: Commutation allowance, special service allowance, entrance examination service allowance and overtime allowance shall be paid in accordance with Article 6 of the Rules on Employment of Faculty Members on an Annual Salary Basis. (However, if the commuting distance is less than 2 km, no commutation allowance shall be paid. In addition, if the date of employment is in the middle of a month, the commutation allowance shall be paid from the following month.)
13. Retirement Allowance: To be paid on the basis of our Retirement Salary Regulations.
14. Insurances:

You are 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. Employer: President of Ochanomizu University National University Corporation
16. Matters concerning measures to prevent passive smoking  
Smoking is not allowed on campus
17. 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) Offprints 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 Aspirations for teaching at a women's university and your aspirations for fostering female global leaders (about 1000 words)
  - (5) Thoughts on “Liberal Arts” education and on teaching specialist subjects at Ochanomizu University and a description of your previous teaching achievements. (Approximately 1,000 words in English or 2,000 letters in Japanese.)
  - (6) Description of previous research achievements and the research plans after being hired (approximately 2000 words)
  - (7) List of grants List of grants and scholarships previously acquired.
  - (8) Photocopy of Ph.D. diploma, graduation certificates or the Ph.D. certificates
  - (9) Two letters of recommendation from people who know the applicant well

18. Selection Procedure:

- (1) 1st selection: by the submitted documents
- (2) 2nd selection: by the interview (scheduled in Mid January ~ Mid February, 2024)

The selected applicants will have the interview at Ochanomizu University in Tokyo or online. The date and time of the interview will be informed by email to the applicants who have passed the 1st selection. We do not cover the travel expenses for the interview.

Results of the selection will be sent by email to the applicant.

19. Deadline to submit the application:

Friday, December 22, 2023, at 4:00 p.m JST.

20. Submission Method

\*Domestic Applicants

Send documents and a USB memory device by registered mail or simplified registered mail (courier service is also acceptable). (1), (8) and (9) should be paper documents and (2)-(7) should be combined into a single PDF file that is kept in the USB memory device labelled with an applicant's name. Please write "Application for a faculty position in the field of computer/information science" in red on the envelope surface.

\*Overseas Applicants

Send the complete set of documents by e-mail. The subject line should read "Application for faculty positions in the field of computer/information science," and the electronic file (all documents except for the recommendation letters should be combined into one PDF file and a password should be set) should be attached (maximum file size of 25 MB). The password must be notified separately by e-mail. For the recommendation letters, the recommenders are requested to send a signed electronic file directly to the person described below (with the applicant's name in the subject line).

For publications that cannot be submitted as PDF files, please send them by registered or simplified registered mail (courier service is also acceptable) with a note in red stating "Application for faculty positions in the field of computer/information science".

21. Mailing address for the postal submission:

President Yasuko Sasaki

Ochanomizu University

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

Email address for the electric submission:

Ochanomizu University Academic Affairs Division (Faculty Support)

faculty-shizen@cc.ocha.ac.jp

Regardless of whether you submit your application by mail or e-mail, a confirmation e-mail will be sent upon receipt. If you do not receive a confirmation e-mail, please contact us by e-mail at the contact information above.

22. Contact Person:

Professor Kenichi Asai

Natural Sciences Division of Faculty of Core Research, Ochanomizu University

Graduate School of Humanities and Sciences, Ochanomizu University

Tel:+81-3-5978-5388

E-mail: asai@is.ocha.ac.jp

Inquiries should be made in principle by E-mail.

[Important notes for sending the application]

Application documents will be used solely for the purpose of this public offering, and personal information submitted will not be provided to any third party without justifiable reason.

Application documents will not be returned. After the selection process is complete, the university will dispose of the application documents responsibly. However, if you wish to have your application materials returned, please be sure to enclose a self-addressed, stamped envelope.

The University has been certified by the Minister of Health, Labour and Welfare as a standard-compliant general employer (child-rearing support company) based on the Act on Advancement of Measures to Support Raising Next-Generation Children (Article 13). The "Kurumin Mark" is a proof of certification.

