

Graduate School of Arts and Sciences, The University of Tokyo
Recruitment Information for Center for Academic Writing at Komaba (CAWK)
(Fixed-Term Project Academic and Administrative Staff)

1.	Title and Hiring Numbers	Center for Academic Writing at Komaba (CAWK) Project Assistant Professor, one position
2.	Term of Employment	From 1 April 2023 to 31 March 2024
3.	Renewal of Contract	The contract is for one year, renewable annually up to four times (maximum five years). The renewed contract terms will end at the latest by 31 March 2028. Renewal will depend on budget status, progress of the work assigned, the amount of the work at the end of the term, work performance, work attitude, and health status.
4.	Probation Period	Six months from the date of employment
5.	Place of Work	Graduate School of Arts and Sciences, The University of Tokyo (3-8-1 Komaba, Meguro-ku, Tokyo)
6.	Affiliation	Center for Academic Writing at Komaba (CAWK) Graduate School of Arts and Sciences The University of Tokyo
7.	Contents of Work Duties	<p>1. Manage and supervise teaching assistants (TAs) at CAWK and assist in the administrative operations of CAWK. (Tutorials at CAWK are mainly to provide support with writing and making presentations for first-year students who are taking English academic writing and academic discussion courses.)</p> <p>2. Teach two or three courses in the Japan in East Asia (JEA) Program of PEAK (Program in English at Komaba) and support the management and administration of the JEA Program. Teach and chair part of the omnibus series of lectures for junior students in PEAK.</p> <p>Graduate School of Arts and Sciences, The University of Tokyo https://www.c.u-tokyo.ac.jp/eng_site/</p> <p>Japan in East Asia Program and PEAK http://peak.c.u-tokyo.ac.jp/</p>
8.	Working Hours	Discretionary work system for professional work applies. Working hours will be deemed as 7 hours and 45 minutes per day.
9.	Days off	Saturdays, Sundays, Holidays, and the year-end and New Year holidays (December 29 to January 3)
10.	Leave	Annual Paid Leave, Special Leave, etc.
11.	Wages, etc.	Annual Salary System is to be applied. Monthly paid salary will be around JPY 450,000 to JPY 500,000 including performance / achievement allowance. (The salary will be decided on the basis of qualifications, experience, etc. Commuting allowance is also provided (up to JPY 55,000).
12.	Insurance	You will be automatically enrolled in the insurance from the Mutual Aid Association of MEXT (Ministry of Education, Culture, Sports, Science and Technology) and Employment Insurance.

13.	Qualification Requirements	<ol style="list-style-type: none"> 1) PhD in any of the fields as described in below 4). (To be completed prior to the start date) 2) Keen interest in and working knowledge and understanding about instructing and advising academic writing in English. 3) Interest in relevant English language courses in the Junior Division of the College of Arts and Sciences, University of Tokyo. 4) Experience in teaching courses on Japan or on Japan in East Asia in a field of the social sciences or a related area, with knowledge of methodologies, as well as an interest in the JEA program of the Senior Division of the College of Arts and Sciences, University of Tokyo. 5) Interest in the PEAK program as a whole in the College of Arts and Sciences, University of Tokyo, and keen interest in being actively engaged with supporting its management and administration. 6) Working knowledge of Japanese language strongly preferred for administrative duties for CAWK and JEA.
14.	Documents to be Submitted	<ol style="list-style-type: none"> 1) Curriculum Vitae (The University of Tokyo Standard Resume can be downloaded from the website below.) https://www.u-tokyo.ac.jp/en/about/jobs.html 2) List of academic publications and achievements by category (books, articles, etc.) 3) Four major publications (as either PDFs or URLs) 4) An essay on your philosophy and guiding principles on academic writing education (500 words) 5) List of the courses you can teach in the JEA program (for 3rd- and 4th-year students) and a sample syllabus of one of them. (Any format) 6) An essay on your research achievements and research plans for the near future (300 words) 7) Two referees' names and contact information <p>Note: Submit all documents as PDFs. Uploaded files should be titled as follows:</p> <p>[Your family name][The initial(s) of given name(s)] [Document number].pdf</p> <p>For example, the file name for Taro Today's list of academic publications should be: TodayT2</p>
15.	Submission Method	<p>The requested documents as listed above should be uploaded in PDFs to the following site before you send a notice message to the contact email below in 17) :</p> <p>https://davm01.ecc.u-tokyo.ac.jp/public/QX7EAADIVU7AdJcBPLKCRF5F4NTsyUMaVWR_QLWcNrAX</p> <p>Note: When submitting documents, please follow the instructions described above in 14).</p>

16.	Application Deadline	Applications must arrive by 25 September 2022 (23:59 JST), Sunday. After application materials have been screened, selected applicants will be contacted for interviews.
17.	Contact	<p>Inquiries should be directed to:</p> <p>Prof. Kazuyoshi Oishi Director, Center for Academic Writing at Komaba (CAWK) Graduate School of Arts and Sciences, The University of Tokyo 3-8-1 Komaba, Meguro-ku, Tokyo, 153-8902 TEL: +81-(0)3-5465-7702 e-mail: oishi[at]boz.c.u-tokyo.ac.jp (Replace '[at]' in the above email address with @.)</p>
18.	Name of Employer	The University of Tokyo
19.	Other	<p>After the screening of the application documents, short-listed applicants will be interviewed between 11 and 14 October 2022. The interview will be conducted either at the University of Tokyo (Komaba Campus) or electronically (e.g., via Zoom). Travel expenses for an in-person interview must be paid by the applicant. All applicants will be notified of the results by the end of December.</p> <p>Personal information obtained will only be used for recruitment purposes.</p> <p>We proactively welcome applications from women in accordance with “The University of Tokyo, Declaration for Promoting Gender Equality (March 3, 2009).”</p>