

**Application Guidelines for Part-time Academic Affairs Staff**  
**Graduate School of Arts and Sciences, The University of Tokyo**

1.	Job title and number of positions	Part-time Academic Affairs Staff (One position)
2.	Term of employment	1 April 2023 - 31 March 2024
3.	Contract renewal	Renewals possible Renewal of the agreement will be determined by the following factors: All relevant factors, such as progress of the work assigned to you, your performance, work record, and attitude, your medical conditions, budget status, and/or the amount of the work at the end of the term.
4.	Probation period	14 days from the date of employment
5.	Work location	Graduate School of Arts and Sciences, The University of Tokyo (3-8-1 Komaba, Meguro-ku, Tokyo)
6.	Affiliation	ALESS Program, Center for Global Communication Strategies, Graduate School of Arts and Sciences
7.	Job details	<p>Students undertake a compulsory Academic Writing course in English (ALESS) in their first year at the College of Arts and Sciences, which includes them conducting simple experiments and writing academic papers in English.</p> <p>The ALESS Lab supports the experiment component of this process and the Part-time Academic Affairs Staff should assist in the operations of the ALESS Lab, as follows:</p> <ol style="list-style-type: none"> <li>1) Assist with supervising the work of graduate Tas(Teaching assistants) at the ALESS Lab and to manage their working hours</li> <li>2) Assist with supervising the safety of experiments carried out by students at the ALESS Lab</li> <li>3) Manage all laboratory equipment at the ALESS Lab</li> </ol> <p>Supporting other duties related to the operations of the ALESS Lab.</p>
8.	Working hours	<p>2-4 days per week</p> <p>2-5 hours per day</p> <p>Working days and hours are negotiable.</p>
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.	Salary	Hourly salary of 1,150-1,970 JPY ※To be determined based on qualifications, abilities, and experience. Commuting allowance is also provided (up to JPY 55,000 per month). Part-time end-of-semester allowance is provided twice a year.
12.	Insurance	You will be enrolled in Health Insurance, Welfare Pension Insurance, and Unemployment Insurance in accordance with the applicable laws and ordinances.
13.	Required qualifications	1) An affiliation to a graduate school in science-related fields ideally, or an understanding and interest in education for the sciences.

		2) Ability to conduct basic communication both in Japanese and English
14.	Application documents	<p>1) Curriculum Vitae (Ideally in Japanese, and acceptable in English). The University of Tokyo Standard Resume can be downloaded from this website: <a href="https://www.u-tokyo.ac.jp/en/about/jobs.html">https://www.u-tokyo.ac.jp/en/about/jobs.html</a></p> <p>2) List of academic publications and achievements by category (books, articles, etc.)</p> <p>3) One major publication (Copies acceptable)</p> <p>4) Name and contact information of one referee</p>
15.	Submission Method	<p>The above documents in Item 1-4 should be uploaded as one file to the following link: <a href="https://davw03.ecc.u-tokyo.ac.jp/public/WtYcwA5JLMIA2PYBGTqETTbIhaRIW_b1SH_jGJVBrGy">https://davw03.ecc.u-tokyo.ac.jp/public/WtYcwA5JLMIA2PYBGTqETTbIhaRIW_b1SH_jGJVBrGy</a></p> <p>※If you do not receive an email within 2-3 days to confirm that your submission has been received, please contact Associate Professor Kazuyo Tsuchiya (Item 17). All application documents will be properly disposed of when this recruitment is closed.</p>
16.	Application Deadline	Applications must arrive by 3 February 2023, Saturday. Application materials will be reviewed in an ongoing process and the successful candidate will be contacted for an interview. Once the candidate has been confirmed, this recruitment will close.
17.	Contact information	<p>Inquiries should be directed to:</p> <p>Associate Professor Kazuyo Tsuchiya  English Department, College of Arts and Sciences,  The University of Tokyo  3-8-1 Komaba, Meguro-ku, Tokyo, 153-8902  TEL: 03-5454-6347  e-mail: ktsuchiya[at]g.ecc.u-tokyo.ac.jp  (Replace '[at]' in the above email address with @.)</p>
18.	Employer	The University of Tokyo
19.	Status of measures to prevent second-hand smoke	No smoking on site in principle (Designated outdoor smoking areas are available)
20.	Additional information	<p>Personal information obtained will only be used for recruitment purposes.</p> <p>If you are personally in contract with foreign governmental bodies, corporations or universities, or you are in receipt of a large benefit (financial or any other form) from foreign governmental bodies during the period of your employment, the provisions of the Foreign Exchange and Foreign Trade Act (FEFTA) may prohibit or restrict the sharing of technology that are designated as controlled technology possibly making it difficult for you to fulfill your duties as an academic or administrative staff of the university as a result. Therefore, in such cases it is necessary to keep such contracts/benefits within the scope where it does not hinder the sharing of technologies necessary for your duties by the university.</p>