

Graduate School of Arts and Sciences, The University of Tokyo
Recruitment Information for Project Specialist (Fixed-Term, Part-Time Project Staff)

1.	Title and Hiring Numbers	Project Specialist , one position
2.	Term of Employment	September 1, 2025 to March 31, 2026
3.	Renewal of Contract	Your employment agreement may be renewed. Renewal of the agreement will be determined by 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.	Place of Work	Graduate School of Arts and Sciences, The University of Tokyo (3-8-1 Komaba, Meguro-ku, Tokyo) Scope of change: In principle, Place designated by the University within the same faculty/graduate school.
6.	Affiliation	Graduate School of Arts and Sciences, Center for International Exchange
7.	Contents of Work Duties	The College of Arts and Sciences launched Global Faculty Development (GFD), a faculty development program focused primarily on courses offered in languages other than Japanese (mostly English) in 2015. The College is seeking someone who can contribute to the improvement of our non-Japanese medium courses by developing and managing GFD. The prime responsibilities of the position entail managing GFD (including organizing conferences and running various seminars, inviting scholars from abroad, maintaining a website and newsletter, liaising with stakeholders on campus, editing publication materials related to teaching and learning and any other activities related to facilitating faculty development at the College) as well as providing related administrative assistance for the Center for International Exchange. Possibility of Change in Work Duties: Assignment and work duties may be changed according to business needs.
8.	Working Hours	3 days per week (days of the week can be negotiated) 6 hours per day (10:00 to 17:00 *Rest time: 12:00 to 13:00) *You may be required to work overtime beyond the prescribed working hours.
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.	Hourly wage will be JPY 1,500. Commuting Allowance (up to JPY 55,000 per month if you meet the requirements for the payment.) and Overtime Allowance.
12.	Insurance	You will be enrolled in Health Insurance(the Mutual Aid Association of MEXT (Ministry of Education, Culture, Sports, Science and Technology)), Welfare Pension Insurance, and Unemployment Insurance in accordance with the applicable laws and ordinances.
13.	Qualification Requirements	1) Advanced language skills in both Japanese and English. Sufficient English and Japanese language competency to carry out administrative

		<p>duties and liaise with colleagues. Please indicate your language skills on your C.V.</p> <p>2) Masters degree or equivalent experience in a relevant field.</p>
14.	Documents to be Submitted	<p>1) Cover letter.</p> <p>2) C.V. in the University of Tokyo format (download from https://www.u-tokyo.ac.jp/en/about/jobs.html).</p> <p>3) Outline of experience related to faculty development and / or teaching and learning.</p> <p>4) Statement detailing faculty development projects in English (and/or other languages) you would wish to undertake within the context of the GFD program at the College of Arts and Sciences, the University of Tokyo. Write in Japanese and English. Maximum two pages each on A4 or letter-size paper.</p>
15.	Submission Method	<p>Send the electronic file of above documents to Isabelle Giraudou at giraudou@g.ecc.u-tokyo.ac.jp</p> <p>* Please contact us if you do not receive an email acknowledging receipt of your application from the University within a few days after you upload the files.</p> <p>Please note that application materials will not be returned.</p>
16.	Application Deadline	Applications must arrive by July 25, 2025. After screening of application materials, interviews of selected applicants will be conducted.
17.	Contact	<p>3-8-1 Komaba, Meguro-ku, Tokyo 153-8902</p> <p>Graduate School of Arts and Sciences</p> <p>Person in charge: Isabelle Giraudou</p> <p>TEL: 03-5465-8232</p> <p>e-mail: giraudou@g.ecc.u-tokyo.ac.jp</p>
18.	Name of Recruiter	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.	Other	<p>1) Personal information obtained will only be used for recruitment purposes.</p> <p>2) 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 at the University.</p>