

Open Position: Full-time Lecturer or Assistant Professor
(Research Fields: English Language Studies, Linguistics)

Hitotsubashi University Graduate School of Business Administration

Place of Work	Graduate School of Business Administration Hitotsubashi University (main campus) 2-1 Naka, Kunitachi, Tokyo (About a 10-minute walk from the South Exit of JR Kunitachi Station) 【Access Map】 http://www.hit-u.ac.jp/guide/campus/kunitachi.html
Job Title	Lecturer or Assistant Professor
# of Positions	1
Salary	Will be calculated according to the University's rules, which are published here (in Japanese): https://www.hit-u.ac.jp/d1w_reiki/42690210003900000000/42690210003900000000/42690210003900000000.html Salary
Employment Term	Starting September 1, 2024
Job Description	<ul style="list-style-type: none"> • Undertaking research and publishing in the fields of English Language Studies/Linguistics • Teaching English language courses (<i>Reading, Writing, Discussion</i>), teaching lecture courses related to Linguistics/English Language Studies, teaching undergraduate and graduate lecture courses offered by the Faculty of Commerce and Management, providing support to the undergraduate and graduate students in academic matters including theses • Creating and administrating English and other entrance exam material • Engaging in administrative and managerial duties
Qualifications	<ul style="list-style-type: none"> • Applicants must possess either a Ph.D. or equivalent in English Language Studies or Linguistics, or currently be in the process of obtaining such a degree • Applicants must be able to engage in administrative and managerial duties in Japanese • Applicants must have prior publications in English • Applicants must have prior university teaching experience • Applicants with the ability to give lectures in English are preferred
Work Hours	Five days a week (Monday-Friday). The discretionary labor system for professional work will apply, with the employee considered to have worked 7 hours 45 minutes per day, 38 hours 45 minutes per week.
Days Off	Saturdays and Sundays, national holidays, year-end and New Year days off; other days as designated by the president of the university.
Leave	A specified number of paid leave days, and other special leave days (due to bereavement etc.).
Benefits	Employees shall join schemes for employee's pension, health insurance, labor insurance, and employment insurance. Travel and housing allowances are available subject to conditions.
Selection	<ul style="list-style-type: none"> • Applicants will be selected based on their application documents and interview • Only those who are short-listed will be invited for an interview • Interviews will be conducted in both English and Japanese, either in person or online • Applicants who do not possess all of the required qualifications will not be considered under any circumstances
Application Submission Process	<p>Apply through the JREC-IN web portal by November 22, 2023 (JST). https://jrecin.jst.go.jp/seek/SeekJorDetail/Changelang?id=D123080574&lang=1</p> <p>This page explains how to apply through the web application portal: https://jrecin.jst.go.jp/html/app/seek/manuals/jrec-in-portal_user_manual_en.pdf</p> <p>Please note that only one file can be submitted through the portal, so the above documents will need to be combined into a single file.</p> <p>All information provided by applicants will be treated with the strictest confidence, and solely used for the purposes of this job application.</p>
Required Documents	<ol style="list-style-type: none"> 1. A cover letter introducing the applicant's teaching and research philosophy, career objectives, and interest in the position 2. A CV, including a record of research accomplishments (organized into <i>Books, Articles, Presentations, and Other Publications</i>). Indicate refereed papers as such 3. PDFs or photocopies of up to three academic publications 4. Scanned copies or photocopies of Ph.D. degree certificates or other documents showing equivalent qualifications 5. Contact information and job titles of two references

	<p>* If there are application documents that cannot be digitised, please indicate in the “Web Application” section of the JREC-IN Portal that there are separate documents to be submitted, write either “Lecturer/Linguistics, English Language Studies” or “Assistant Professor/Linguistics, English Language Studies” in red on the envelope and send the documents to the following address by a means of delivery that can be confirmed (Japan Post’s Letter Pack, registered mail or delivery service) to arrive no later than November 22, 2023.</p> <p>Graduate School of Business Administration, Hitotsubashi University Naka 2-1, Kunitachi, Tokyo, 186-8601, Japan</p>
Application Deadline	Arrival no later than Wednesday, November 22, 2023
Notification of Results	Only candidates who pass the initial documentation screening will be contacted for interview by phone or e-mail by December 22. Please note that if there is no contact by the due date, it means that the applicant is not invited for an interview.
Interview Date	Early January, 2024 (either in person or online)
Document Return Policy	Application documents will not be returned. After an application has been processed, all submitted documents will be disposed of immediately in an appropriate manner.
Contact Information	Please direct any inquiries to: hub-so.g@ad.hit-u.ac.jp
Notes	<p>Applicants will be responsible for transportation costs to the interview site</p> <p>* Personal information obtained from application documents is used solely for the purpose of conducting statistical surveys and operation related to recruitment and post-employment personal/salary /welfare, health management, labor, hygiene, employment/retirement, on-campus system and facility usage management and will not be used nor provided to a third party for any purpose other than these purposes. However, if it is necessary to achieve these purposes, we may outsource the handling of the information to an external organization that has concluded a confidentiality agreement with the university.</p>