

Open Positions

Full-time Specially Appointed Assistant Professor (Business administration, Marketing)

Hitotsubashi Institute for Advanced Study (HIAS), Hitotsubashi University

Hitotsubashi University, a national university in Tokyo that boasts the best social science research and education in Japan, established the Hitotsubashi Institute for Advanced Study (HIAS) in 2014 as an interdepartmental research organization directly under the President. HIAS aims to be (1) a hub for international joint research that brings together researchers from inside and outside the university, as well as (2) a center for interdisciplinary research that addresses social issues. Since its establishment in 2014, HIAS has engaged in various international research projects and has seen many first-rate academic achievements. Building on these accomplishments, HIAS is now launching a new project, “HIAS BRIDGES,” with the aim of enriching the academic community by extending its capacity as a research hub and supporting young researchers. As a part of this project, we are seeking the next-generation of young scholars who will be expected to engage in cutting-edge research in our focus research fields at HIAS.

Place of work	Hitotsubashi Institute for Advanced Study (HIAS) Hitotsubashi University Kunitachi Campus 2-1 Naka, Kunitachi, Tokyo 186-8601, Japan (About a 10-minute walk from the South Exit of JR Kunitachi Station) [Directions to Kunitachi Campus] https://www.hit-u.ac.jp/eng/about/direction/kunitachi.html [Kunitachi Campus Map] https://www.hit-u.ac.jp/eng/about/direction/campusmap/kunitachi.html (Scope of Change) Location to be determined by the university
Job title	Specially Appointed Assistant Professor (Tokunin-Koshi/特任講師) * Specially Appointed Research Associate (Tokunin-Jokyo/特任助教) if you do not have a Ph.D. (or equivalent; the same applies below) by the start date of employment.
Numbers of positions	2 positions
Salary	Annual amount: 5,000,400 yen / Monthly amount: 416,700 yen (before social insurance premiums and taxes)
Allowances	The commuting allowance is paid according to the university's regulations. (Maximum 55,000 yen per month)
Start date of employment	July 1, 2025 or later (negotiable)
Employment period	Five years from start date (non-renewable) * If you do not have a Ph.D. by the start date of employment, the employment period will be one year and it will not be renewed unless you obtain one within nine months of the start date.
Job description	1. Conduct research in business administration, marketing, and related fields. 2. Contribute to the research activities of HIAS, the Management Innovation Research Center (MIC), and the Graduate School of Business Administration by actively participating in seminars, research collaborations, etc. * Teaching is not required or expected. However, it can be discussed if you would like to

	<p>teach courses.</p> <p>(Scope of change) All operations related to the management of the university</p>
Research Environment	<p>1. You can use your own desk and locker in a shared office.</p> <p>2. You will not receive basic research funding from the university and will be expected to secure your own research funding. You may apply for internal grants.</p> <p>3. You will be fully supported in applying for external funding, such as Grants-in-Aid for Scientific Research (KAKENHI) from the Japan Society for the Promotion of Science (JSPS).</p>
Required skills, experience, and qualifications	<p>Applicants should have:</p> <p>1. Ph.D. or be expected to have it by the start date of employment.</p> <p>2. Proficiency in either English or Japanese.</p>
Workdays and hours	<p>The discretionary labor system is applied. The deemed working hours are 7 hours and 45 minutes per day and 38 hours and 45 minutes per week.</p> <p>The discretionary labor system is a free-time system that considers the amount of work done to be specified by the agreement between workers and employers, regardless of the actual working hours. For more details, please refer to Article 38-3 in Labor Standards Act. https://www.japaneselawtranslation.go.jp/en/laws/view/3567</p> <p>Working days are five days a week, Monday through Friday.</p>
Days off	Saturdays and Sundays, national holidays, new year holidays (Dec. 29-Jan.3), and other days designated by the president of the university
Leave	<p>Annual paid leave: given after six months of employment</p> <p>Other paid leave: sick/injured child care leave, family care leave, parental leave before and after childbirth, condolence leave, etc.</p> <p>Unpaid leave: sick leave, etc.</p>
Social insurance	Enroll in employment insurance, industrial accident compensation insurance, health insurance, and employees' pension insurance.
Selection	<p>Candidates will be selected based on their application documents and an in-person or online interview in English or Japanese.</p> <p>Only those who pass the document screening will be invited for an interview.</p>
How to Apply	<p>Please access the submission form at the URL below and submit the application documents listed below, except for reference letters.</p> <p>https://hrs.ad.hit-u.ac.jp/v33/entries/add/842</p> <p>Reference letters should be submitted directly from your references by email with "Reference Letter" in the subject line to the email address below. Please let them know.</p> <p>hias-info@ad.hit-u.ac.jp</p>
Application documents	<p>1. Cover Letter</p> <p>2. Curriculum Vitae</p> <p>3. Application Form (Please download the format from the URL below.)</p> <p>https://www.hit-u.ac.jp/jinji-saiyo/Application_Form_HIAS-PD.docx</p> <p>4. Ph.D. diploma (for a Ph.D. candidate, academic transcript)</p> <p>5. Reprints of up to two major papers</p> <p>6. Names, affiliations and positions of two references</p> <p>(Please enter them directly into the submission form. If you are a Ph.D. candidate, one of your references should be your supervisor.)</p> <p>7. Two reference letters</p> <p>(If you are a Ph.D. candidate, the reference letter from your supervisor should include the</p>

	<p>progress of your dissertation.)</p> <p>* All application documents should be submitted in Japanese or English. If it is unavoidable to submit documents in another language, Japanese or English translations should be included.</p>
Application deadline	<p>11:59 p.m. Wednesday, March 26, 2025 (JST)</p> <p>*All application documents, including reference letters, must be submitted by this deadline.</p> <p>*Applications will be reviewed on a first-come, first-served basis. If we find a suitable candidate early, we will close applications at that time, so we encourage you to apply as early as possible.</p>
Notification of document screening results	<p>The results of the document screening will be announced via email by Monday, April 14, 2025.</p> <p>Short-listed candidates will also be notified of the interview schedule.</p>
Date of interview	<p>Mid-April to mid-May 2025</p> <p>Interviews will be scheduled from 8:30 to 17:00 (JST).</p> <p>Interviews may be scheduled earlier than the above dates.</p>
Policy of returning the documents	<p>Application documents will not be returned. After an application has been processed, all submitted documents will be disposed of immediately in an appropriate manner.</p>
Contact	<p>HIAS Office</p> <p>Research Services Office, Department of Research Affairs, Hitotsubashi University</p> <p>Email address: hias-info@ad.hit-u.ac.jp</p> <p>If you have any questions, please send us an email with “Inquiry regarding HIAS open position” in the subject line.</p>
Note	<ul style="list-style-type: none"> - All personal information submitted to the university as part of the job application process shall be used only for the selection process and if selected, employment management (i.e., HR, salary, welfare, health care, labor, and hygiene or management of the on-campus system and facilities usage, and statistical reports). The university shall not provide or disclose personal information to any third party for any purpose other than the above. However, please note there may be cases that the university outsources the management of the above data to a third party with which the university will sign a non-disclosure agreement. - Hitotsubashi University is an equal opportunity employer in the spirit of the Basic Act for Gender-Equal Society. - Please note that smoking is prohibited on campus except in designated areas.