

Position Open: Academic Researcher at IAHE of Hokkaido University, Sapporo, Japan

Hokkaido University Institute for the Advancement of Higher Education (IAHE) invites applications for the position of research fellow as follows.

1. Number of vacancies:

One

2. Job title:

Academic Researcher

3. Department:

Institute for the Advancement of Higher Education (IAHE), Hokkaido University

4. Working Place:

Center for Teaching and Learning, Hokkaido University

(3rd floor of Information Education Center, Kita 17 Nishi 8, Kita-ku, Sapporo 060-0817 JAPAN)

5. Duties and responsibilities:

- (1) Work related to the Center for Teaching and Learning
 - (2) Some actions to notify our activities to Japan and abroad
 - (3) Investigation the latest trends at Higher Education over the world
- Please check our activities at the website (<https://ctl.high.hokudai.ac.jp/>).

6. Requirements:

It is desirable that applicants possess some requirements below.

- (1) Work experience at Educational Development field
- (2) Communication skills both in Japanese and in English
- (3) High interest to Educational Development at Higher Education
- (4) Willingness to learn about Educational Development

7. Starting date:

Wednesday, April 1, 2020

8. Appointment terms:

From the starting date to March 31, 2021 (reappointment may be offered)

9. Probationary period:

One month

10. Reappointment

Reappointment may be offered for each year, but the limitation is maximum 5 years from starting date.

11. Salary

- (1) By HU's Part-time Employee Employment Regulations.
(Hourly wage: ¥1,255 to ¥2,354, depending on career and job history.)
- (2) Commuting Allowance, Overtime Allowance

12. Working hours:

- (1) Working days: 3-4days per week (Between Monday to Friday, negotiable)
- (2) Working hours: 6 hours between 9:00 to 17:00 (Negotiable)
- (3) Break times: 12:15 to 13:00, 45 minutes
- (4) Overtime works: Yes (Depends on amount of work)
- (5) Holidays: Saturday, Sunday, Japanese Public Holidays and 12/29 to 1/3 etc.
- (6) Leaves: Annual Paid Leaves and Special Leaves.

13. Social insurances:

If the worker works for less than 3 days per week: only worker's accident compensation insurance will be applied.

If the worker works 4days or more per week: Join the health insurance and employee pension. Worker's accident compensation insurance and employment insurance will be applied.

14. Name of recruiting institution:

National University Corporation Hokkaido University

15. Required application documents:

Submit all the followings in English. Submitted documents will not be returned, and will not be used other than this recruitment.

- (1) Curriculum Vitae (Any type of *Rirekisho* available in stores is acceptable. If you have any job experiences at Hokkaido University after April 2013, please note it.)
- (2) Resume showing career and job history.
- (3) Motivation Letter (Free format, A4)

16. To apply:

All documents specified above must be mailed to:

General Affairs Section, Academic Affairs Planning Division,

Academic Affairs Department of Hokkaido University

Kita 17 Nishi 8, Kita-ku, Sapporo 060-0817 JAPAN

TEL: +81- (0)11-706-5567

FAX: +81- (0)11-706-7854

*Please mark "CV Enclosed- Research Fellow" in red on the envelope.

17. Application deadline:

All application documents must be received by Friday, February 28, 2020 (Japan Standard Time. Deadline must be strictly observed.)

18. Selection process:

First screening: Document review (Shortlisted candidates will be notified of the date, time and venue of the second screening by late-February.)

Second screening: In-person interview

- * Interview dates are scheduled to be in early-March.
- * Travel expenses are not covered - applicants are required to fund their own travel.
- * Inquiries for screenings are not acceptable.