

March 26, 2025

President Yasuko Sasaki
Ochanomizu University
National University Corporation
2-1-1 Otsuka, Bunkyo-ku,
Tokyo 112-8610, JAPAN

Job Opening for an Assistant Professor or a Lecturer Position

(Biochemistry, a field of study that conducts molecular-level research on biomolecules, including interdisciplinary areas that integrate physical chemistry and inorganic chemistry.)

To Whom It May Concern:

Ochanomizu University, a National University Corporation in Japan, has an opening for a Tenure-Track position. Under this system, a young researcher with excellent qualifications will be employed as a full-time Assistant Professor or a Lecturer for a fixed term, and after assessment in a certain period of time, he or she will be promoted to hold a tenure position.

For this Tenure-Track position we invite applications from younger researchers who meet the following requirements.

Please announce this job opening widely to the people affiliated with and related to your university and organization, and recommend appropriate candidates to apply.

Contents of the job and how to apply

1. Number and Title of the position (Job Status):

One Assistant Professor or Lecturer position (Full-time job with annual salary). Assistant Professors and Lecturers will hold tenure-track positions for five years, with tenure review conducted in the middle of the term.

2. Affiliation:

Faculty of Core Research, Natural Science Division, Ochanomizu University, National University Corporation.

3. Location of Employment:

Ochanomizu University, National University Corporation.

2-1-1 Otsuka, Bunkyo-ku, Tokyo 112-8610, JAPAN

Nearest station: Myogadani station of Marunouchi subway line, or Gokokuji station of Yurakucho subway line. Seven minutes-walk from each station.

4. Research and teaching fields:

Biochemistry, a field of study that conducts molecular-level research on biomolecules,

including interdisciplinary areas that integrate physical chemistry and inorganic chemistry.

5. Main courses in charge:

(Graduate School) Advanced courses related to specialized fields, seminars, etc.

(Undergraduate) Special courses related to specialized fields, Basic chemistry courses, Liberal arts courses, etc.

6. Job contents:

(1) Education and research, and social contribution in the professional fields

(2) Administrative duties in our university

(3) Work of related research institutes and centers

7. Qualifications:

(1) Holding a Ph.D. degree

(2) Being able to supervise the research activities of the graduate students mainly or in a subsidiary position.

(3) Having experience and achievements in education and research related to their specialized fields.

(4) Having the spirit of Liberal Arts, and being able to teach and practice it.

(5) Being able to teach classes and to research in both Japanese and English.

8. Term of Employment:

Five years after the beginning of the employment. The employment should start at the earliest possible day after April 1, 2026. (tenure review will be conducted midway through the term of office). For those who had an employment contract with the University prior to the date of appointment, the employment period may be limited if the period without a contract has not elapsed for more than a certain period since the most recent fixed-term employment contract ended, in accordance with the Rules on Employment of Faculty Members Employed on an Annual Salary Basis based on Article 4, Paragraph 4 of the Ochanomizu University Employment Rules for Employees of National University Corporation (hereinafter referred to as the "Rules on Employment of Faculty Members on an Annual Salary Basis").

Trial period: 6 months from the date of employment (job description and working conditions are the same)

9. Work Hours:

Under the discretionary labor system for specialized work, the employee is considered to have worked 7 hours and 45 minutes per day, 5 days per week.

10. Holidays and Vacations:

In accordance with the Regulations Concerning Working Hours, Holidays, etc. for Employees of Ochanomizu University, National University Corporation.

Holidays: Saturdays and Sundays, National Holidays, and Year end and New Year (from December 29 to January 3), except for days due to business reasons like having entrance

examinations.

Vacations: Annual paid vacation, sick leave, and the special leave are provided.

11. Salary: Annual salary system (Annual salary is determined based on work experience and performance, and is divided by 12 months and paid monthly.)

12. Allowances: Commutation allowance, special service allowance, entrance examination service allowance and overtime allowance shall be paid in accordance with Article 6 of the Rules on Employment of Faculty Members on an Annual Salary Basis. (However, if the commuting distance is less than 2 km, no commutation allowance shall be paid. In addition, if the date of employment is in the middle of a month, the commutation allowance shall be paid from the following month.)

13. Retirement Allowance: To be paid on the basis of our Retirement Salary Regulations.

14. Insurances:

You are to take out the workers' accident compensation insurance, employment insurance and the mutual society of health insurance of the Ministry of Education, Culture, Sports, Science and Technology.

15. Employer: President of Ochanomizu University, National University Corporation

16. Matters concerning measures to prevent passive smoking:

Smoking is not allowed on campus

17. Documents to be submitted:

- (1) Signed Curriculum Vitae (Use the form designated by our university)
- (2) List of research achievements (Please itemize papers with and without referees, books, invited talks, presentations at conferences, etc.)
- (3) Offprints or photocopies of major papers and books (up to five papers or books). These major works should be marked in the list of achievements.
- (4) Description of Aspirations for teaching at a women's university, and your aspirations for fostering female global leaders (about 1,000 characters)
- (5) Your concept of the liberal arts and professional education you intend to provide at the University and your educational achievements to date (about 2,000 characters in total).
- (6) Summary of research to date and research plan after assuming the position (about 2,000 words in total).
- (7) List of grants
- (8) Photocopy of Ph.D. diploma, graduation certificates or the Ph.D. certificates
- (9) Names and contact information of two individuals who can provide an assessment of the applicant (subject to prior consent from the individuals concerned).

18. Selection Procedure:

- (1) 1st selection: by the submitted documents
- (2) 2nd selection: by the interview (scheduled in early August to mid-September 2025.)

The selected applicants will have the interview at Ochanomizu University in Tokyo or online. The date and time of the interview will be informed by email to the applicants who have passed the 1st selection. We do not cover the travel expenses for the interview.

Results of the selection will be sent by email to the applicant.

19. Deadline to submit the application:

Monday, 30 June 2025, at 4:00 p.m JST.

20. Submission Method:

***Domestic Applicants**

Send a set of submitted documents (1) to (9) by registered mail or simplified registered mail (courier service is also acceptable). (For PDF documents, please submit (1), (2), (4), (5), (6), (7), (8), and (9) in one set, and (3) in a separate set on a USB memory stick with the applicant's name clearly marked on the USB memory stick.) Please write "Application for a faculty position in the field of chemistry" in red on the envelope surface.

***Overseas Applicants**

Send the complete set of documents by e-mail. The subject line should read "Application for faculty positions in the field of chemistry," and the electronic file (all documents except for the recommendation letters should be combined into one PDF file and a password should be set) should be attached (maximum file size of 25 MB). The password must be notified separately by e-mail. For the recommendation letters, the recommenders are requested to send a signed electronic file directly to the person described below (with the applicant's name in the subject line).

For publications that cannot be submitted as PDF files, please send them by registered or simplified registered mail (courier service is also acceptable) with a note in red stating "Application for faculty positions in the field of chemistry".

21. Mailing address for the postal submission:

President Yasuko Sasaki

Ochanomizu University, National University Corporation

2-1-1 Otsuka, Bunkyo-ku, Tokyo 112-8610, JAPAN

Email address for the electric submission:

Ochanomizu University Academic Affairs Division (Faculty Support)

shizen-koubo@cc.ocha.ac.jp

Regardless of whether you submit your application by mail or e-mail, a confirmation e-mail will be sent upon receipt. If you do not receive a confirmation e-mail, please contact us by e-mail at the contact information above.

22. Contact Person:

Professor Aya Tanatani

Natural Sciences Division of Faculty of Core Research, Ochanomizu University,
National University Corporation

E-mail: tanatani.aya@ocha.ac.jp

Inquiries should be made in principle by E-mail. Please use the subject line “Chemistry Application Inquiry (Name)”.

[Important notes for sending the application]

Application documents will be used solely for the purpose of this public offering, and personal information submitted will not be provided to any third party without justifiable reason.

Application documents will not be returned. After the selection process is complete, the university will dispose of the application documents responsibly. However, if you wish to have your application materials returned, please be sure to enclose a self-addressed, stamped envelope.

The University has been certified by the Minister of Health, Labour and Welfare as a standard-compliant general employer (child-rearing support company) based on the Act on Advancement of Measures to Support Raising Next-Generation Children (Article 13). The "Kurumin Mark" is a proof of certification.

