

March 25, 2026

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 Lecturer Position

(Ergonomics and Design Engineering (Ergonomics, Assistive Engineering, UI/UX, Affective Engineering, Cognitive Science, Health Science, Product Design, AI/Data Science)

To Whom It May Concern:

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):

Assistant Professor or Lecturer (Full-time job with annual salary). Assistant Professor and Lecturer 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:

Ergonomics and Design Engineering (Ergonomics, Assistive Engineering, UI/UX, Affective Engineering, Cognitive Science, Health Science, Product Design, AI/Data Science.

5. Main courses in charge:

(Graduate School) Basic Engineering Mathematics, Ergonomics, Ergonomics Experiments and Training , etc.

(Undergraduate) Special lectures, seminars, and special research in the specialized field of co-creation engineering , 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:

The employment should start at the earliest possible day after April 1, 2028

Five years after the beginning of the employment. (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 one way, 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) Summary of research to date and research plan after assuming the position (about 2,000 words).
- (5) Your aspirations for education, your educational plans you would like to implement at the University, and your educational achievements to date (about 2,000 characters)
- (6) Your opinions and proposals regarding collaboration between the University and society, and solutions to social issues (about 1,000 characters)
- (7) List of grants
- (8) Photocopy of Ph.D. diploma, graduation certificates or the Ph.D. certificates
- (9) Letters of recommendation from two individuals (recommender's signature required)
(If you are unable to prepare letters of recommendation, please provide the contact information of two individuals who can provide an assessment of the applicant: name, affiliation, address, telephone number, and email address (subject to prior consent from the individuals concerned).

Except for (3), (8), and (9), all documents must be submitted in A4 size. In principle, all documents must be submitted in paper or PDF format, except for (9) (letters of recommendation). (However, those residing overseas may submit documents by email.)
For details on how to submit, see 20 below.

18. Selection Procedure:

- (1) 1st selection: by the submitted documents
- (2) 2nd selection: by the interview (scheduled in early August to mid-September 2026.)

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:

Tuesday, 30 June 2026, at 4:00 p.m JST.

20. Submission Method:

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), and (8) 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 Ergonomics and Design Engineering " in red on the envelope surface. (9) must be submitted in paper form (either by the recommender mailing it directly to the Academic Affairs Division of the University, or by the applicant mailing the unopened one together with the application documents). For contact information, please submit both paper and PDF documents (please see above for PDF submission instructions).

*Overseas Applicants

Send the complete set of documents except letters of recommendation by e-mail. The subject line should read "Application for faculty positions in the field of Ergonomics and Design Engineering," 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, please ask the recommender to mail it or submit it as a PDF file directly to the Academic Affairs Division of the University as an email attachment (with the applicant's name clearly written 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 Ergonomics and Design Engineering".

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

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 within 5 business days . If you do not receive a confirmation e-mail, please contact us by e-mail at the contact information above.

22. Contact Person:

Professor Nagasawa Natsuko

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

E-mail: nagasawa.natsuko@ocha.ac.jp

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

[Important notes for sending the application]

1. Any false statements in your application documents may result in cancellation of employment or disciplinary action.
2. 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.
3. 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.
4. 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.

