Position Open: Specially appointed faculty (associate professor) at Hokkaido University, Japan

Institute for the Advancement of Higher Education of Hokkaido University invites applications for the academic position of specially appointed faculty (associate professor) in preparation for the entrance examination reform

<Outline>

Hokkaido University has established the Institute for the Advancement of Higher Education in October 2010. The Institute aims at strengthening cooperation between education and research organizations, improving the educational function of the University and promoting research on higher education issues, for the higher education goals the University aspires to achieve. It comprises four Divisions.

**General Education Division:**
Plans and coordinates operations to achieve general education (liberal arts and science education)

**Graduate School Education Division:**
Plans and coordinates operations of such affairs as graduate school common subjects and promotes Program for Leading Graduate Schools

**First Year Education Division:**
Deals with matters concerning guidance in course registration and study to the first-year students

**Higher Education Research and Development Division:**
Carries out practical research and study on higher education

There are also four affiliated centers.

**Center for Teaching and Learning:**
Responsible for training programs to enhance required qualities for the staff working for a higher education institution.

**Center for Open Education:**
Responsible for enhancing education and learning support by adopting Information and Communications Technology (ICT).

**Sports Training Center:**
Responsible for enhancing the sports competency of our students in extracurricular activities and improving their sports environment.

**Career Center:**
Responsible for providing practical and systematic guidance for students to prepare for their future career.

<Job details>

1. Department:
   Institute for the Advancement of Higher Education, Higher Education Research and Development Division, Research Division for Higher Education

2. Job Title:
   Specially appointed associate professor

3. Number of Vacancies: 1

4. Minimum Qualifications and Requirements:
   1) A doctoral degree holder who has practical knowledge and experiences in computer system and ICT, preferably with experiences in programming.
   2) Proficiency in both Japanese and English at an operational level with good communication skills
5. Duties and Responsibilities:
The successful candidate will be responsible for the following operations regarding the activity of Innovation of Examination System for Advanced Human Resources Development Group.
1) Managing and developing a computer system to support business regarding the entrance examination
2) Managing and developing a learning content database system for high school/university connection
3) Managing and developing a follow-up survey system
4) Managing and developing a presentation system using a robot
5) Other requirements for the operation of the above including the preparation and participation in the relevant meetings and making of reports.

6. Starting Date:
January 1, 2018 or at the earliest date possible thereafter

7. Appointment Terms:
From the starting date to March 31, 2021 (non-tenured)

8. Deadline for Application Receipt:
Friday, November 10, (Japan Standard Time. Deadline must be strictly observed.)

9. Required Application Documents:
1) Full curriculum vitae in free format with signature or seal of the applicant
2) List of research accomplishments: Research papers, books, tutorial papers and other productions should have author’s name(s), publisher, year of publication and total pages. For research papers, indicate ‘peer reviewed’ or ‘non-peer reviewed’. For books, tutorial papers and other productions, please indicate so.
3) Your principal academic publications (offprints or photocopies, up to 5 titles)
4) Explanation of your principal academic publications and summary of your research/educational activities including your actual performances of computer system development (no specific format required)
5) Your future aspirations and projects in your vision at our Institute (no specific format required)
* Please note that documents submitted will not be returned.

10. To apply: Submit all documents described in the above “Required Application Documents” to Head of the Institute for the Advancement of Higher Education Hokkaido University Kita 17 Nishi 8, Kita-ku, Sapporo 060-0817 JAPAN
*Please mark “CV Enclosed- Specially Appointed Faculty, Research Division for Higher Education” in red on the envelope.

11. Selection Process
First screening: Document review
Please note that only shortlisted candidates will be contacted after the first screening.
Second screening: In-person interview
Shortlisted candidates will be contacted with an interview date, time and venue.

*Travel expenses are not covered - applicants are required to fund their own travel.
** We are unable to answer questions or respond to any inquiries regarding the status of individual applications during and after the selection process.

12. Contact:
Unit for General Affairs, Academic Affairs Planning Division, Academic Affairs Department Hokkaido University Kita 17 Nishi 8, Kita-ku, Sapporo 060-0817 JAPAN TEL: 011—706—7464 FAX: 011—706—7854 E-Mail: soumu@academic.hokudai.ac.jp