

Research/Teaching Positions at the
Global Governance Research Center, Graduate School of Law
Application Guidelines for Lecturers (Full-time Faculty Appointed for
a Fixed Term)

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| Job title and affiliation | Lecturer in International Relations (Full-time “teaching staff” as defined in Article 3(2) of the Hitotsubashi University Staff Employment Regulations) |
| Work Location | Global Governance Research Center, Graduate School of Law, Hitotsubashi University 2-1 Naka, Kunitachi-shi, Tokyo (ten minutes’ walk from Kunitachi Station South Exit on the JR Chuo Line) [Kunitachi Campus Transportation Guide] http://www.hit-u.ac.jp/guide/campus/kunitachi.html |
| Number of positions | 2 |
| Employment period | September 1, 2021 - August 31, 2024 (can be extended for up to two years, depending on performance during this period) |
| Specialization | International Relations, especially International Political Economy and Global Governance |
| Duties | <ol style="list-style-type: none"> 1) Planning and managing international research projects at the Global Governance Research Center 2) Conducting individual research projects and publishing results in international journals 3) Providing support to students enrolled in the Global Leadership Program (academic advice and counseling regarding their studies abroad) 4) Teaching classes on IR in English at undergraduate and graduate level (e.g., “GLP Core Seminar” and “International Relations in the Asia Pacific” at undergraduate level; “Special Issues in Theories of World Politics” and “Special Issues in Research Methods in International Relations” at graduate level) 5) Other duties related to education and research at the Faculty and Graduate School of Law |
| Qualifications required (competencies, experience, skills, etc.) | <p>Applicants must fulfill all of the following requirements:</p> <ol style="list-style-type: none"> 1) Be able to research and write papers in English on International Relations (especially on the international political economy, global issues, and Asia-Pacific region) 2) Hold a doctoral degree in a relevant field or an equivalent qualification 3) Be able to plan and manage international research projects 4) Be able to collaborate with administrative staff and faculty members of the Graduate School of Law, especially those affiliated with the Global Governance Research Center 5) Be able to communicate with students in a friendly manner 6) Preferably be proficient in Japanese (but this is not essential) |
| Salary | To be determined according to the scale laid down in the Hitotsubashi University regulations, taking into account the candidate’ s qualifications and experience |
| Work hours | 38 hours 45 minutes per week, with the ability to work flexible hours (equivalent to 7 hours 45 minutes per day, 5 days a week) |
| Non-work days | Saturdays, Sundays, national holidays, December 29-January 3, and any other days designated by the President of the University |
| Leave | Annual paid leave of 20 days per calendar year (January 1 to December 31), but 7 days in 2021 (September 1 to December 31) Sick leave Special leave (bereavement, maternity leave, child care leave, nursing care leave, etc.) |
| Social insurance, etc. | Employment insurance, industrial accident insurance, health cover (Ministry of Education, Culture, Sports, Science and Technology Mutual Aid), Employees’ Pension Insurance |
| Selection | By application document screening and interview. Interviews will be held either in person or online with those shortlisted at the document screening stage. |
| How to apply | Applicants may send the following application documents either by registered mail or other reliable means to the Graduate School of Law, Hitotsubashi University, or by e-mail addressed to law-so.g@ad.hit-u.ac.jp. If you choose to send the documents by e-mail, please prepare PDF files of the following documents and put “Application for Position at the Global |

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| | <p>Governance Research Center” in the subject line. When sending documents by e-mail, you are welcome to use a password to protect the confidentiality of your files.</p> <p>When sending documents by post, please write the above subject on the front of the envelope.</p> |
| Application documents, etc. | <ol style="list-style-type: none"> 1) Covering letter 2) Curriculum vitae including your education and work experience (with your signature and a portrait photo attached) 3) List of publications and research (approximately 2 A4-sized pages). You should indicate which publications were peer-reviewed and which were not. Conference papers and other publications may be included. 4) Copies of two major publications 5) Research plan (maximum of 3 A4-sized pages) and a syllabus for one of the above classes that the applicant is expected to teach 6) Photocopy of doctoral degree certificate or documentation certifying equivalent education and ability 7) Two letters of recommendation |
| Application deadline | The application must arrive no later than 17:00 on Friday, March 19, 2021. |
| Document screening, notification of result, etc. | Applicants who are shortlisted by document screening will be invited for an interview. The result of the document screening will be notified by e-mail or phone by early April. |
| Interview date | Scheduled for late April or early May 2021 (in person or online and including a demonstration lecture) |
| Return of application documents, etc. | <p>Application materials will not be returned.</p> <p>Application materials of unsuccessful applicants will be disposed of in an appropriate manner as soon as the selection process is completed.</p> |
| Contact information (Postal address) | <p>(Ms.) Mikiko Takahashi Hitotsubashi University, Office of the Graduate School of Law 2-1 Naka, Kunitachi-shi, Tokyo 186-8601, Japan Tel.: 042-580-8206 / E-mail : law-so.g@ad.hit-u.ac.jp</p> <ul style="list-style-type: none"> • Inquiries should be made only by e-mail. |
| Remarks | <ul style="list-style-type: none"> • Personal information obtained during the application process will be used solely for the purpose of recruitment selection and personnel management after recruitment and will not be used for any other purpose without the consent of the applicant. • Applicants will be responsible for their own transportation costs to the interview site if they choose to undergo an in-person interview, or the costs of internet communication for an online interview. |