

Job Opening for an Associate Professor

Office of Management and Planning, Osaka University

Positions	Associate Professor
Number of Positions	1
Affiliation/ Work Location	IR (Institutional Research) Section, Office of Management and Planning, Osaka University (Suita Campus)
Outline	<p>The Office of Management and Planning, Osaka University was established for the purpose of supporting the leadership with university management by collecting and analyzing information necessary for determining policies and strategies as well as by making proposals on measures for rejuvenating education, research, and social contribution at the university.</p> <p>Osaka University opens recruitment of an associate professor who will be engaged in the IR (Institutional Research) job activities described below;</p>
Job Description	<ol style="list-style-type: none">(1) Collection, management, provision, evaluation and analyses of the data related to education, research, social contribution and management at the University(2) Proposal on university management and support for decision-making based on data analyses(3) Support for planning and assessment related to education, research, social contribution and management at the University(4) Investigation and research on university management etc.(5) Other activities at the Office of Management and Planning
Qualifications	<p>Requirements;</p> <ol style="list-style-type: none">(1) Those who have a master's degree or equivalent knowledge and ability obtained through work experience(2) Those who are willing to work on the above job activities with basic knowledge and interest in education and research at universities(3) Those who have enough cooperativity and communication ability to conduct the job activities including negotiations with other departments / organizations(4) Those who have knowledge and work experience on large-scale decentralized processing to manage various kinds of data efficiently(5) Those whose native language is Japanese or those who have native level Japanese language proficiency <p>Expectations;</p> <ol style="list-style-type: none">(1) Those who have experiences of research on education and research activities at universities are preferable(2) English Language proficiency: business level (preferable) or above

Period	From October 16, 2017 or the earliest date thereafter to March 31, 2020 *Extension is possible based on work performance evaluation, but it cannot be extended beyond March 31, 2022.
Employment Form	Discretionary Labor System, Special Work Type Based on the “Regulations Pertaining to Working Hours, Holidays and Leave for National University Corporation Osaka University Limited Term Staff”: http://www.osaka-u.ac.jp/en/guide/information/joho/files/37.pdf
Salary and Benefits	Based on the “Salary Regulations for National University Corporation Osaka University Limited Term Staff Subject to Annual Salary System”: http://www.osaka-u.ac.jp/en/guide/information/joho/files/45.pdf
Insurance	Insurance of National Public Service Personnel Mutual Aid Associations (Health Care Insurance and Employees’ Pension Insurance), Employment Insurance, and Workers’ Accident Compensation Insurance
Application Documents	Application documents must be written in Japanese on A4 size papers and include the followings. No format is specified for (2) to (7). (1) Curriculum Vitae (photo attached) *Please use the Osaka University CV form available at the following website; • Excel : http://www.osaka-u.ac.jp/ja/news/employ/files/hlcu7q • PDF : http://www.osaka-u.ac.jp/ja/news/employ/files/.pdf • Sample : http://www.osaka-u.ac.jp/ja/news/employ/files/cv_sample_ft.pdf • Guide : http://www.osaka-u.ac.jp/ja/news/employ/files/2u22u2 (2) Abstract of the experienced job activities related to the above IR job activities (if any) (3) Short essay expressing the applicant’s aspirations for job responsibilities at the IR section on <u>1~2 A4 size paper(s)</u> (4) The list of research achievements and academic publications at universities or research institutes (if any) *Please indicate whether they have reviewer comments. (5) A copy of English proficiency certificate such as TOEFL, TOEIC, STEP score, a description of experiences of residency outside of Japan, or English related job experiences (6) [Only for those whose native language is NOT Japanese] A copy of Japanese proficiency certificate such as JLPT (Japanese-language Proficiency Test) score, a description of experiences of residency in Japan, or Japanese Language related job experiences (7) Names and contact information of two or more references.
Sending Address and Contact information	Please send required documents by post to following address; *Indicate “Application for the Post of Associate Professor” in red ink on the envelope. Strategic Management Division, Department of Planning, Osaka University 1-1 Yamadaoka, Suita, Osaka 565-0871, Japan Tel: +81-6-6879-8809

Application Deadline	<u>August 31, 2017</u> Application documents arriving after the deadline will not be considered.
Additional Information	<ul style="list-style-type: none">● Submitted application documents will not be returned.● Submitted application documents will only be used for this recruitment.● Short-listed applicants will be notified by e-mail for an interview.● Travel and accommodation expenses necessary for interviews are to be paid by the applicant. <p>Please refer to ‘Work Regulations for National University Corporation Osaka University Limited Term Staff’ and other regulations for work and other related conditions at: http://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html</p> <p>*Information in this document is subject to change.</p>