

**A Call for Application for Specially Appointed Faculty Position (Full-time)
at the Center for the Study of Higher Education and Global Admissions, Osaka University**

Osaka University aspires to become one of the world leading universities in research and education under the motto of 'Live Locally, Grow Globally,' and to nurture outstanding graduates with a strong sense of morality and global outlook, who will take the lead in a wide range of fields.

As part of the university's initiative to achieve these goals, Osaka University will establish the Center for the Study of Higher Education and Global Admissions (hereinafter referred to as "CHEGA") on 1 June 2016, reorganizing from the Global Admissions Office.

CHEGA will design and implement approaches to improve the quality of education at Osaka University from international view as well as research and develop admissions to accept talented students from Japan and overseas. Through these activities, it will enhance the university's educational function to cultivate global leaders with high expertise and diversity who will contribute solving a wide range of issues that modern society faces.

CHEGA will implement the new project (hereinafter referred to as "Project") by March 2022 (scheduled). Please refer to the attached file for the detail. To this end, faculty at CHEGA is expected to fully understand the Project and perform duties described below.

1. Position and Number of Positions

(1) Position: Specially Appointed Associate Professor (Lecturer) (full-time)

*When there is no qualified candidate for the position, we may offer a Specially Appointed Assistant Professor (full-time) position to applicants.

(2) Number of Position: 1

(3)Term of Position: Three-year fixed-term contract (Contract may be renewed after expiration of the term of contract. In any case, renewed contract will terminate on 31 March 2022.)

*For more details, see the work rules and regulations of employment at the Osaka University at the website below:

http://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html

2. Affiliation and Workplace

Center for the Study of Higher Education and Global Admissions, Suita Campus, Osaka University

*Workplace is subject to change.

3. Job Description

(1) To research and develop database on high schools;

(2) To research and develop online application system utilizing electronic portfolio;

(3) To research and develop the program for training admission officer who is responsible for university admissions;

(4) To research and develop multi-criteria and holistic evaluation for undergraduate admissions;

(5) To engage in undergraduate admission reforms including AO admissions, recommendation-based admissions and investigation of high school education;

- (6) To conduct research concerning admissions of higher education institutions in Japan and overseas, (which contributes to the duties and operations of CHEGA); and
- (7) To fulfill other duties necessary to achieve CHEGA goals and objectives.

4. Employment

Determined by the Regulations Pertaining to Working Hours, Holidays and Leave for National University Corporation Osaka University Limited Term Staff

* Under the Discretionary Labor System for Professional Work

<http://www.osaka-u.ac.jp/en/guide/information/joho/files/37.pdf>

5. Salary

Based on the Salary Regulations for National University Corporation Osaka University Limited Term Staff (Specially appointed Staff, etc.) Subject to Annual Salary System

<http://www.osaka-u.ac.jp/en/guide/information/joho/files/46.pdf>

6. Insurance

Successful candidate will join National Public Service Personnel Mutual Aid Association, Employment Insurance and Workers' Accident Compensation Insurance.

7. Qualifications

- (1) Understanding of the purposes and contents of the Project and excellent proficiency to fulfill responsibilities
- (2) Excellent proficiency of database and web system development
- (3) Experience in academic guidance and admissions management in secondary and higher education institutions
- (4) Knowledge and understanding of secondary and higher education in Japan and overseas
- (5) Highest earned degree such as Ph.D. or equivalent professional expertise and achievement in this field
- (6) Excellent practical skills as well as education and research abilities to fulfill responsibilities of the CHEGA
- (7) Excellent proficiency both in Japanese and English to fulfill responsibilities of the CHEGA

8. Starting Date

1 September 2016

9. Application Documents

Documents (1), (3) and (5) should be prepared in Japanese.

Document (6) should be prepared in both Japanese and English.

Document (7) should be prepared either in Japanese or English.

* The submitted documents will be treated as confidential and will only be used for the purpose of selection. As a general rule, we do not return any submitted materials.

- (1) Curriculum Vitae (A4-size paper, free format, in Japanese)

- A picture (taken within the last three months) must be attached
- Include contact information (address, telephone number and e-mail address), academic history, business history, research history, honors and awards, affiliated academic societies, degree(s) obtained, etc.

- (2) Certificate or transcript of highest degree
- (3) List of publications and research and/or a summary describing your professional skills and expertise, particularly those concerning university admissions (A4-size paper, free format, in Japanese)
- (4) List of education and research achievements (enclose the copies of major publications, up to 3)
- (5) Document(s) to show experiences in establishing new projects including education program at university (if any) (A4-size paper, free format, in Japanese)
- (6) A statement (A4-size paper, free format, both in Japanese (around 2,000 characters) and English (around 1,000 words) describing your current and future career aspirations.
- (7) One letter of recommendation (sealed, A4-size paper, free format, either in English or Japanese, with telephone number and e-mail address of the referee).
- (8) Names, affiliations and contact information (telephone number and e-mail address) of two referees

10. Application Deadline

All application documents must arrive by Friday 1 July 2016 (JST).

11. Selection Process

Following documentary screening, short-listed candidates will be informed individually.

The applicants are interviewed either face-to-face or via an IT interface (if the applicants reside in overseas) during the middle of July 2016, at Osaka University Suita campus.

* Travel and accommodation expenses, if necessary, for the interview will be borne by the applicant.

12. Submission Address

Recruitment Team, Admission Division, Department of Education and Student Affairs, Osaka University

1-1 Yamadaoka, Suita, Osaka 565-0871 JAPAN

* Write 'Application for Specially Appointed Associate Professor position at CHEGA' on the envelope in red.

* Send application documents by registered mail, such as EMS, FedEx, DHL, UPS, etc.

13. Contact

Recruitment Team, Admission Division, Department of Education and Student Affairs, Osaka University

E-mail: gakusei-nyusi-dai3@office.osaka-u.ac.jp

14. Additional Information

Work Regulations for National University Corporation Osaka University Limited Term Staff, etc.
http://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html

Global Admissions Office, Osaka University

http://www.osaka-u.ac.jp/en/academics/ed_support/gao

Promoting Diversity in Osaka University

For details, please refer to following URL: <http://www.osaka-u.ac.jp/en/guide/diversity>

