

Recruitment for Fixed-Term Faculty Position

We are pleased to announce that the Faculty of Business Administration at Hosei University is recruiting a fixed-term faculty member as outlined below. We kindly request that you inform relevant individuals and encourage qualified candidates to apply.

Details:

1. **Subjects:** Courses in the Global Business Program.

- The successful candidate will be responsible for teaching basic courses in business administration and related subjects within the Global Business Program of the Faculty of Business Administration. Please refer to section 6, "Job Description," for more information. The students in the Global Business Program primarily come from overseas, and all lectures are conducted in English.

*1 The Global Business Program offers an opportunity for interaction where diverse students with different backgrounds can learn together, deepening mutual understanding while studying global standard business administration and Japanese business practices and product/service provision. For more information about the Global Business Program, please visit (<https://gbp.hosei.ac.jp/>).

*2 The successful candidate will be responsible for teaching four or more classes annually (1 class = 100 minutes x 28 sessions), including lectures and seminars.
(Scope of change: No)

2. **Position at the Time of Appointment:** Professor, Associate Professor, or Full-time Lecturer (all fixed-term, with a term of 3 to 5 years as stipulated by Article 14 of the Labor Standards Act). After the expiration of the term, if deemed particularly necessary for educational and research purposes, the term may be renewed within a total period not exceeding 10 years, subject to review by the faculty council.

3. **Number of Positions Available:** 1

4. **Location:** Ichigaya Campus, 2-17-1 Fujimi, Chiyoda-ku, Tokyo
(Scope of change: Location determined by the University)

5. **Compensation and Benefits:** Compensation is provided in accordance with the university's regulations. Social insurance (health insurance, employees' pension insurance, long-term care insurance, and employment insurance) will be provided as stipulated by law.

6. **Job Description:**

(1) The successful candidate will be responsible for courses on business administration, including basic subjects such as business strategy, with a focus on practical corporate applications.

(2) In addition to the subjects mentioned above, the candidate will be responsible for seminars, internships, and workshops with practitioners.

(3) The candidate will be involved in the operation of the Global Business Program, supporting students in line with the program's objectives.

7. Other Responsibilities: Involvement in university duties.

8. Qualifications: Our ideal candidate will have:

(1) Proficiency in teaching and learning design, development and delivery of courses and programs at undergraduate level in English.

(2) A master's degree in a related discipline, and/or relevant work experience.

(3) The ability to conduct basic communication with administrative staff in Japanese.

9. Start Date: October 1, 2025

10. Application Deadline: December 23, 2024

11. Application Documents:

(1) A CV in the specified format (including research achievements, etc.).

- Download the format for the CV and list of research achievements from the URL below, and complete all fields as per the instructions.
- https://www.hosei.ac.jp/saiyo/keiei_bosyu/

(2) Summary of past research and future research plans, or details and duration of practical experience relevant to the subjects to be taught, in approximately 800 words (in English).

(3) Summary of teaching experience, if applicable, in approximately 600 words (in English).

(4) Plan and aspirations for teaching internships and workshops, based on past work or educational research experience, in approximately 1,200 words (in English).

(5) Contact information for two referees, including one letter of recommendation from one of them.

(6) Three major publications (books, papers, etc.) or copies thereof. For translations, please include copies of the original text. If submitting a master's or doctoral thesis, provide an English summary of approximately 1,200 words.

- Convert all documents, including papers, into PDF format. Send the documents via email with the subject line "Application for Global Business Program Course at Hosei University," to **hosei_ba10@ml.hosei.ac.jp** (password protection is optional).
- You will receive a confirmation email within three business days (excluding weekends, holidays). If you do not receive it, please resend the documents.
- For works that cannot be converted to PDF (such as books), send them to the address in section 12.

- ◇ Mark the envelope with "Application Documents for Global Business Program Course" and send it by registered or simplified registered mail.
- Submitted documents will not be returned. If you wish for the documents to be returned, please enclose a self-addressed, stamped envelope of the necessary size, marked 'For Return' in red.
- Personal data submitted will only be used for selection purposes.

12. Mailing Address for Documents:

- Dean of the Faculty of Business Administration, Hosei University 2-17-1 Fujimi, Chiyoda-ku, Tokyo 102-8160, Japan

13. Selection Process:

- First Stage: Document screening will be conducted based on the submitted documents.
- Second Stage: Interviews, including presentations on research and mock lectures, for those selected in the first stage.

14. Contact Information:

- Office of the Faculty of Business Administration, Hosei University
- Tel: 03-3264-9332
- Fax: 03-3264-4264

Dean of the Faculty of Business Administration,
Hosei University
Tomohiko Tsutsui