Opening for a fixed-term position at Hosei University (Economics)

1. **Faculty:**

   Faculty of Global and Interdisciplinary Studies (GIS)

2. **Number of positions:**

   One position, three-year fixed term, as Assistant Professor (助教)

   This is a non-tenure-track position. GIS has the option of offering two one-year extensions.

3. **Starting date:**

   April 1, 2021

4. **Educational and research fields:**

   GIS invites applications from persons suitably qualified in the field of "Economics".
   The successful applicant will be expected to teach basic econometrics and relevant data analytical skills, such as statistics and mathematical economics (or linear algebra).

5. **Teaching duties:**

   A total of four or five undergraduate content courses per semester (e.g. Microeconomics, Macroeconomics, Econometrics, Statistics, Mathematical Economics).

6. **Administrative duties:**

   Participation in entrance exam preparation and administration, various departmental and university-wide committees, and other duties as required.
   The successful applicant can expect to be involved in teaching and administrative work a minimum of four days per week.

7. **Requirements and Personal Qualifications:**

   1) Doctorate by position start date.
   2) University teaching experience.
   3) Applicants must be capable of conducting classes interactively in English.
   4) Applicants must have native or native-like proficiency in Japanese to conduct administrative duties.
   5) The ability to work cooperatively with administrators and colleagues.

8. **Salary:**

   Salary paid in accordance with Hosei regulations.

9. **Application documents:**

   1) Cover letter. Please specify your field(s) of research and teaching.
   2) Curriculum vitae. Include date and place of birth; citizenship; visa status, if applicable; and contact information for two personal references. Letters of reference are not required until requested. Please include your e-mail address and a recent photograph.
   3) List of academic publications, published articles, books, book chapters, and conference presentations.
   4) Copies of two representative academic publications.
   For applicants without publications, one or two chapters from a thesis or dissertation are acceptable.
   5) Statement of current research activities and future research plans (within 500 words). Please indicate how you see your courses fitting in to our current curriculum.

6) A list of courses you have taught and additional courses you plan to teach in your field(s)

7) A syllabus of one of the courses you have taught or plan to teach in the area you are applying to.

8) Application form as attached below.

Please send this form with the other materials.

10. **Application deadline:**

All materials must be sent by **email** and received no later than September 20, 2020.

11. **Selection process:**

Short-listed candidates will be notified and given their interview and mock lecture date.

The interview and mock lecture will be carried out at Hosei University, Ichigaya Campus (Tokyo) or online.

Please note that in the case of a face to face interview, all costs related to attending the interview and giving the mock lecture will be borne by the applicant.

12. **Notification of decision:**

Applicants will be notified by December, 2020.

13. **Email Address for submission:**

gis@hosei.ac.jp

1) All application documents must be submitted by **email** and received no later than September 20, 2020. Please password-protect the documents and send the password to the GIS office in a separate email.

2) Please write "GIS Application Materials for Economics" in the subject line of your application email.

3) If you do not have digital copies of your representative academic publications, please send hard copies to the following address:

(Materials will not be returned unless a self-addressed stamped envelope is included with the application)

Office of Academic Affairs

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14. **For inquiries:**

gis@hosei.ac.jp

15. **Department website:**

http://gis.hosei.ac.jp/