

Fixed-term Position Opening at Hosei University

The Faculty of Business Administration, Hosei University, Tokyo, Japan, invites applicants for a fixed-term position as a Lecturer/Associate Professor/Professor in Operations management.

1. **Faculty:** The Faculty of Business Administration
2. **Job type:** One Fixed-term position as a Lecturer, Associate Professor, or Professor (3-year term, or up to 5 years)
3. **Starting date:** April 1, 2023
4. **Location:** Ichigaya Campus, 2-17-1 Fujimi Chiyoda Tokyo, Japan
5. **Educational and research fields:** Operations Management
6. **Requirements and Qualifications**
Applicants need to fulfill the following qualifications:
 - 1) Educational and linguistic skills to teach classes in English and Japanese
 - 2) Master's degree or equivalent practical/occupational experiences

7. **Teaching Load and Administrative Duties:**

The duties and responsibilities of a successful candidate will include the following

- 1) "Introduction to Operations Management" course and "Operations Management" course in English for Global Business Program (GBP*) undergraduate students. A successful candidate is expected to teach these courses [especially production activities and services conducted by Japanese companies] from theoretical and practical perspectives.
- 2) "Operations Management" course in Japanese for undergraduate students.
- 3) Management-related courses and seminars for GBP students and undergraduate students.
- 4) Participation in entrance exam preparation and administration, various departmental (especially GBP) and university-wide committees, and other duties as required**.

* GBP is for students from different linguistic backgrounds studying at the Faculty of Business Administration. For details about GBP, please refer to the following website:
<http://gbp.hosei.ac.jp/>.

** Non-native speaker of Japanese should have sufficient level proficiency in Japanese to conduct administrative duties.

8. **Salary and benefits**

Salary will be paid in accordance with Hosei University regulations. The successful candidate will be required to pay social insurance premiums (health insurance, pension, long-term care insurance, and employment insurance) in accordance with government regulations.

9. **Application documents**

Applicants should submit the following documents:

- 1) Curriculum vitae (CV) in Japanese or English with a recent photograph attached, and a list of publications.
For the CV and publication list, please use the Hosei University form, which can be downloaded at https://www.hosei.ac.jp/application/files/3816/5447/5443/220606_keiei_r.doc
- 2) Three major publications. When submitting a thesis, dissertation, and/or book, prepare an approximately 1,200 words abstract in Japanese, or 600 words in English, according to the original language of the publications.
- 3) Sample syllabuses of the following two courses (a) in English, (b) in Japanese:
 - (a) "Introduction to Operations Management" for first-year GBP undergraduate students (to be taught exclusively in English, 100 minutes x 14 times, 10 students).
 - (b) "Operations Management" for second-, third-, and fourth-year undergraduate students (to be taught in Japanese, 100 minutes x 14 times, 120 students).
- 4) Research experience and future research plans, or your work/occupational experience useful for teaching your courses and its duration (1,200 words in Japanese).

- 5) A description of your teaching experiences and educational prospect as a faculty member (800 words in English).

For 1) to 5), all documents must be sent by e-mail as PDF files. Setting a password for documents is optional. See 10 below for materials (books, etc.) that cannot be converted into PDF files.

10. Application Deadline and Procedure

All documents must be sent by email to hosei_ba03@ml.hosei.ac.jp no later than 5 pm, July 29, 2022, Japan Standard Time.

Please write "Operation Management Application" in the subject line of the email. If you have set a password, send it to us using another email.

We will send you an email confirming receipt within one day, excluding Saturdays and Sundays after submission. If it does not arrive, please resend all the documents.

If you are sending material that cannot be converted to PDF format, please send it by registered mail or other means with a delivery record and write "「オペレーションズマネジメント応募書類在中」" in red on the envelope.

Please note that application documents will not be returned. Only original book(s) can be returned by mail if requested in advance [Please enclose a postage-stamped envelope (Write "Return" in red as well as your name and address)].

11. Address for submission:

For email submission: hosei_ba03@ml.hosei.ac.jp

For postal submission:

Dean of the Faculty of Business Administration,	〒102-8160
Hosei University	東京都千代田区
2-17-1 Fujimi, Chiyoda-ku,	富士見 2 - 1 7 - 1
Tokyo, JAPAN	
102-8160	法政大学 経営学部長 宛

12. Selection process

Firstly, application documents will be reviewed by the faculty committee—.

Secondly, interviews and demonstration lecture will be conducted at the Ichigaya Campus of Hosei University in Central Tokyo.

13. For inquiries only

Tel:+81 (0)3-3264-9332 Fax: +81 (0)3-3264-9698 Email: jkeiei@hosei.ac.jp

14. Faculty website: <https://www.hosei.ac.jp/keiei/>

***Personal information obtained will only be used for the purpose of selection. ***