

Open Position: Full-time Assistant Professor (non-tenure / five-year fixed term)

(Research Fields: Financial Accounting, Finance)

Hitotsubashi University Graduate School of Business Administration

Place of Work	Hitotsubashi University, Kunitachi Campus, 2-1 Naka, Kunitachi, Tokyo (About a 10-minute walk from the South Exit of JR Kunitachi Station) 【Access Map】 https://www.hit-u.ac.jp/eng/about/direction/kunitachi.html 【Campus Map】 https://www.hit-u.ac.jp/eng/about/direction/campusmap/kunitachi.html (Scope of change) Place determined by the University
Job title	Assistant Professor
# of Positions	1
Salary	Annual salary will be determined based on the University's salary regulations and its evaluation on applicant's performance. An example of annual salary: JPY 9,576,000 (This is an example in the regulations and the exact amount will be determined based on the University's evaluation on applicant's performance.)
Employment Term	From: April 1, 2025 to March 31, 2030 (The start date is negotiable. Five years from the date of employment (non-renewable))
Probation Period	6 months
Job Description	1) Engage in research in the field of Accounting and/or Finance. 2) Contribute to research activities of the Graduate School of Business Administration by actively participating seminars, research collaborations, etc. 3) Teach lectures of 8 credits per year*. *Course Credits Most courses are worth 2 credits consisting of 13 lessons per semester. (A 1-credit course, consists of 7 lessons per semester.) One lesson is 105 minutes long. [Courses taught] Undergraduate courses including Graduate co-requisite GLP courses (Accounting and Finance related courses, Special Topics on Accounting and Finance) and/or Ph.D courses (Scope of change) General work related to the University administration
Qualifications (required skills, experiences, etc.)	Applicants should have: 1) A Ph.D. or equivalent degree in either Accounting or Finance. The Ph.D. candidate should have obtained a Ph.D. or equivalent degree by the employment start date. We will cancel our offer if we cannot confirm that the candidate has obtained a Ph.D. or equivalent degree by the employment start date. 2) Ability to give lectures in English 3) Proficiency in either English or Japanese.
Work Hours	- Workhours are deemed as 7 hours and 45 minutes per weekday / 38 hours and 45 minutes per week, in accordance with the Discretionary Work System for Professional Work. - Work days are 5 days a week, Monday through Friday.
Days off	Saturdays and Sundays, national holidays, year-end and New Year days off; Other days as designated by the president of the university.
Leave	Annual paid leave of 20 days per calendar year (January 1 to December 31), but 15 days in 2025 (April 1 to December 31) Other paid leave: childcare leave, nursing care leave, maternity leave, bereavement leave, etc. Unpaid leave: sick leave, etc.
Social Insurances	Enrollment in Employment Insurance, Industrial Accident Compensation Insurance, Employees' Pension and Health Insurance
Selection	Candidates will be selected based on their application documents and interviews. Only those who are short-listed will be invited for an interview. In addition, a presentation of your research at a seminar may be requested. *An interview and a seminar presentation will be conducted in-person or online in English or Japanese.
How to Submit an	Please send the following application documents by registered mail or other means to the following address or send PDF files of those documents to hub-so.g@ad.hit-u.ac.jp .

Application	<p>When sending by mail, please write "Application for assistant professor position at Graduate School of Business Administration enclosed" in red on the lower left-hand side of the envelope.</p> <p>When applying by e-mail, please write "Application for assistant professor position at Graduate School of Business Administration" in the subject line. (Bringing documents is not acceptable)</p> <p>In addition, if sending by e-mail, please arrange for the recommendation letter to be sent directly to hub-so.g@ad.hit-u.ac.jp by the author.</p>
Application Documents	<ol style="list-style-type: none"> 1) Curriculum vitae (with a recent portrait photo attached): including your education and work experience (with employer and description of work) 2) List of research achievements: Categorize into academic papers (classified as peer-reviewed or not), conference presentations, etc. 3) Copies of up to 3 major publications (papers or books). 4) Ph.D. diploma. For Ph.D. candidates, academic transcript. 5) One letter of recommendation (for Ph.D. candidates, a letter of recommendation from your supervisor (or thesis advisor) stating the progress on your doctoral thesis). 6) Fact Sheet (to be downloaded and used from the URL: https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.hit-u.ac.jp%2Fjinji-saiyo%2FFact%2520Sheet_SBA.xlsx&wdOrigin=BROWSELINK).
Application Deadline	Arrival no later than Tuesday, May 7, 2024
Notification of results	<p><u>Only</u> candidate(s) who pass the initial documentation screening will be contacted for interview by phone or e-mail by Friday, May 17.</p> <p>The date, time, and venue of the interview will also be notified at the same time.</p> <p>Please note that if there is no contact by the due date, it means that the applicant is not invited for interview.</p>
Interview Date	To be individually coordinated on one of the following dates (in person or online) May 22 (Wed), May 23 (Thu), May 27 (Mon), or May 29 (Wed), 2024
Policy of returning the documents	Application documents will not be returned. After an application has been processed, all submitted documents will be disposed of immediately in an appropriate manner.
Point of contact (Postal address)	<p>Hitotsubashi University, Administration office of the Graduate School of Business Administration, 2-1 Naka, Kunitachi, Tokyo 186-8601, Japan</p> <p>Contact e-mail address: hub-so.g@ad.hit-u.ac.jp</p> <p>※Only e-mail enquiries will be accepted.</p>
Notes	<ul style="list-style-type: none"> • Personal information obtained from application documents is used solely for the purpose of conducting statistical surveys and operation related to recruitment and post-employment personal / salary / welfare, health management, labor, hygiene, employment / retirement, on-campus system and facility usage management and will not be used nor provided to a third party for any purpose other than these purposes. However, if it is necessary to achieve these purposes, we may outsource the handling of the information to an external organization that has concluded a confidentiality agreement with the university. • Applicants will be responsible for transportation costs to the interview site. • Smoking is prohibited on the campus except for designated smoking areas. • Although the University does not have staff housing, it may be possible to use staff housing at partner universities.