

Job Posting

Affiliation	Center for Innovative Teaching and Learning
Position title	Specially Appointed Associate Professor(Lecturer) or Specially Appointed Assistant Professor
Number of Openings	1
Area of Specialization	Online Education, Online Course Development, Instructional Design, Educational Technology, Educational Media Study, Instructional Systems, Information and Systems in Education, Learning Science, Learning Analytics
Job Description	1) Developing, running, evaluating and researching online education projects (MOOCs etc.) at the Center for Innovative Teaching and Learning(CITL) of Tokyo Tech together with course instructors and 2) supporting and training Student Teaching Assistants who support online education projects. In addition to the assignments above, 3) periodically carry out tasks assigned by the CITL director to support operations of the center.
Qualifications	<p>The applicant should satisfy the following conditions:</p> <ol style="list-style-type: none"> (1) The applicant is expected to have strong enthusiasm to promote online education in general including MOOCs at Tokyo Institute of Technology. (2) The applicant is expected to have sufficient knowledge to train teaching assistants to develop MOOCs. (3) The applicant should have capability of managing joint educational and research projects with overseas organizations in English. (4) The applicant should have capability of working on MOOC projects with personnel both in English and Japanese languages. (5) The applicant should have a master degree at the start date of employment. <p>* Previous experience in the development MOOCs or online education content will be positively taken into consideration.</p>
Location	Ookayama Campus Nearest station: Ookayama

Working Hours	De facto working hours* under the discretionary labor system: 7 hours 45 minutes per day (38 hours 45 minutes per week) *Hours considered as working hours
Term	The contract will end on March 31, 2019. The contract may be extended. The employment term is one year. However, it may not be extended beyond on March 31, 2021. The employment period is subject to Article 7 of the Institute's Employment Regulations for Fixed-Term Staff and Paragraph 7 of its Supplementary Provision.
Probationary Period	14 days
Salary	Annual salary (annual base salary) The applicant's salary will be determined in accordance with the Institute's Employment Regulations for Fixed-Term Staff.
Social insurance and other benefits	Employee's pension, Mutual Aid Association short term benefits (health insurance), employment insurance, worker's compensation Insurance
Employer	President of National University Corporation Tokyo Institute of Technology
Proposed Start Date	August 1 st , 2018 or the earliest possible date thereafter.
Closing Date for Application	Applications must be received by May 31, 2018 (arrival at CITL)
Selection Process	Selection will be based on a comprehensive review of applications and interviews. Please note that travel expenses for attending interviews will not be reimbursed.
Required Documents	<ol style="list-style-type: none"> (1) Curriculum vitae (from graduation of high school) with applicant's photograph (2) Written record of qualifications and work experience (3) List of publications or reports (Original papers, books, reviews, business report, etc.) (4) Up to three representative research publications: 1 copy each Photocopies are acceptable. (5) Work achievements summary (a few A4 size paper sheets). (6) Proposal for MOOCs development and strategy proposed if employed at Tokyo Institute of Technology (a few A4 size paper sheets).

	(7) Contact information of 2 distinguished references (name, affiliation, phone number, e-mail address).
How to Submit an Application	<p>The required documents must be submitted in hard copy and in digital media (CD, USB, etc.)</p> <p>Please write “Application for Specially Appointed Associate Professor(Lecturer) or Specially Appointed Assistant Professor in Center for Innovative Teaching and Learning” in red ink on the front of the envelope. Applications must be sent by registered postal mail.</p> <p>We do not accept submissions by email or other digital formats.</p>
Where to Submit	<p>Please send your application to:</p> <p>Center for Innovative Teaching and Learning (CITL) Tokyo Institute of Technology Ookayama 2-12-1- W9-105 Meguro-ku, Tokyo 152-8552 JAPAN Tel: +81-3-5734-2993</p>
Contacts	<p>Prof. Jun-ichi Imura Director, Center for Innovative Teaching and Learning Email: koubo2018@citl.titech.ac.jp</p>
Other	<ul style="list-style-type: none"> • Title (either Specially Appointed Associate Professor(Lecturer) or Specially Appointed Assistant Professor) will be decided based on the applicant’s qualifications and experience. • Application documents will not be returned. • The personal information provided in the submitted documents will be used solely for recruitment and not for any other purpose, pursuant to the Institute’s applicable rules and regulations. • Tokyo Institute of Technology, in order to ensure a diverse workforce, guarantees equal opportunities for all individuals regardless of nationality or gender.