

Call for Applications: Lecturer

Office of International Academic Affairs (OIAA)

The Office of International Academic Affairs (OIAA) of the Graduate School of Medicine and Faculty of Medicine, The University of Tokyo, is an office under the direct authority of the Dean of the Graduate School of Medicine. It promotes the internationalization of the University's education and academic activities.

We invite applications for one faculty member who can contribute to the further development of the Office.

Position Summary

Position: Lecturer (Kōshi), 1 position

Workplace: Office of International Academic Affairs, Graduate School of Medicine, The University of Tokyo (Medical Library, 2nd floor), 7-3-1 Hongo, Bunkyo-ku, Tokyo 113-0033, Japan

Website: <https://koryu.m.u-tokyo.ac.jp>

Application deadline: Must arrive by 17:00 (JST), October 9, 2026

Start date: As soon as possible after the hiring decision (negotiable)

Scope of possible change of workplace: any location designated by the University. In principle, transfers or secondments will not be ordered against the employee's will. For details, see Article 4 of the University of Tokyo Rules of Employment for Faculty Members.

Duties

- (1) Developing the foundations for academic partnerships with overseas universities and research institutions
- (2) Planning and managing international clinical clerkship programs, including sending the University's medical students abroad and hosting medical students from overseas universities
- (3) Managing the Office's operations, and liaising and coordinating with relevant departments and individuals inside and outside the University in connection with duties (1) and (2)
- (4) Advising and supporting young researchers (including graduates of the University) and international students in their international education and research activities
- (5) Other duties consistent with the Office's mission of promoting international education and research

Scope of possible change of duties: the employee may be assigned to other duties, concurrent posts, or secondments. In principle, these will not be ordered against the employee's will. For details, see Article 4 of the University of Tokyo Rules of Employment for Faculty Members.

Terms of Employment

Probationary period: Six months from the date of hire

Contract term: No fixed term. After the employee turns 55, the appointment becomes fixed-term; it may be renewed once only, for a term of up to five years. If the appointee is already over 55 at the time of hire, the initial term ends at the end of the fiscal year (March 31) in which the appointee turns 60, and it may be renewed once only, for a term of up to five years.

Working hours: Under the discretionary work system for specialized professional work, the employee is deemed to work 7 hours 45 minutes per day.

Days off: Saturdays, Sundays, national holidays, and the year-end/New Year holidays (December 29 to January 3)

Leave: Annual paid leave, special leave, etc.

Salary: Determined according to University regulations, taking into account education and work experience. Salary increases are available. For reference, the salary for a master's degree holder starts from ¥420,000 per month, including the Education and Research Collaboration Allowance.

Allowances: Bonuses (twice a year), commuting allowance (in principle, up to ¥55,000 per month), and other allowances in accordance with University regulations

Insurance: As required by law, the employee is enrolled in the MEXT Mutual Aid Association, employment insurance, and workers' accident compensation insurance.

Qualifications

Required

- (1) A master's degree, or equivalent academic knowledge or professional experience
- (2) Ability to carry out all of the Office's duties independently in either Japanese or English, and to carry out those duties independently in the other language through appropriate use of language-support tools for translation, proofreading, etc., including AI
- (3) Experience taking a leading role in running or coordinating a program or project involving multiple stakeholders within an organization
- (4) Ability to work with Office staff and with stakeholders inside and outside the University, taking the initiative in liaison and coordination while managing priorities and deadlines across multiple concurrent matters

Preferred

- (1) A doctoral degree
- (2) Experience in education, research, or organizational management at a university or similar institution
- (3) Experience running international education or academic exchange programs, or similar programs or projects
- (4) Knowledge of or experience with clinical education or international clinical clerkship programs at a medical school

Applicants with a master's or doctoral degree who wish to continue education or research activities in their own field are welcome to discuss the specific activities and how they would be balanced with the Office's work, provided this does not interfere with the Office's duties.

Application Documents

- (1) **Curriculum vitae** (any format)
- (2) **List of educational and research achievements** (any format). Include teaching experience and research achievements (books, papers, conference presentations, external funding obtained, etc.). Categories with no entries may be omitted.
- (3) **Summary of professional experience and activities** (any format, no more than two A4 pages). For each major position or activity, describe your role and responsibilities, what you specifically did, and the results you achieved or your contribution to the organization. Any type of work or activity may be included, such as education, research, or program or project management.
- (4) **Statement of aspirations for the position** (any format, no more than one A4 page). Describe your view of the role the Office should play, and how you would apply your experience to the position's duties.
- (5) **Two references**: name, affiliation, relationship to the applicant, and contact details for each

Language of documents

Documents (1), (2), and (5) may be written in either Japanese or English. **Documents (3) and (4) must be written one in Japanese and the other in English**; the applicant may choose which of the two to write in Japanese.

Certificates of education, degrees, or other qualifications are not required at the time of application. The selected candidate may be asked to submit them after the selection process, as needed.

Submission and Inquiries

Send applications to

Personnel Section, Faculty of Medicine and Graduate School of Medicine, The University of Tokyo
7-3-1 Hongo, Bunkyo-ku, Tokyo 113-0033, Japan
Tel: +81-3-5841-3384
Email: [jinji@m.u-tokyo.ac.jp](mailto:jinja@m.u-tokyo.ac.jp)

Inquiries

Professor Toshimasa Yamauchi, Director, Office of International Academic Affairs, Graduate School of Medicine, The University of Tokyo
7-3-1 Hongo, Bunkyo-ku, Tokyo 113-0033, Japan
Email: oiaa@m.u-tokyo.ac.jp

Please write "Application for OIAA Faculty Position" (国際交流室教員公募について) on the front of the envelope. In principle, submitted documents will not be returned. Documents delivered in person will not be accepted.

Deadline: Applications must arrive by 17:00 (JST), October 9, 2026.

Selection Process

- (1) First-round screening will be based on the submitted documents.
- (2) Applicants who pass the first round will be invited to an interview conducted in Japanese and English.

- (3) The references provided may be contacted during the selection process, and additional materials may be requested if necessary.
- (4) Applicants will be notified individually by email of the results of the first-round screening and of the interview. First-round results are expected by mid-October.
- (5) Interviews will generally be held within about one month of the first-round notification. The hiring decision will then be made following the University's internal procedures.

Travel and other expenses for the interview are the applicant's responsibility.

Other Information

Employer: The University of Tokyo (National University Corporation)

Smoking policy: Smoking is prohibited on the premises (designated outdoor smoking areas are available).

Personal information: Personal information obtained will be used only for this recruitment.

Export control: If, at the time of hiring, you have a personal contract with a foreign corporation, foreign government, or similar entity, or receive money or other significant benefits from a foreign government or similar entity, the sharing of certain technologies with you may be restricted under the Foreign Exchange and Foreign Trade Act. This could make it difficult for you to perform your duties as a member of the University's faculty or staff. In such cases, the contract or benefit must be kept within limits that do not interfere with the sharing of technology necessary for your duties.