

**Invitation to Application for the position of Assistant Professor of
Graduate School of Science and Engineering
Saitama University**

The Graduate School of Science and Engineering, Saitama University, invites application for one assistant professor position. Recommendation to or application of those who may be applicable is highly appreciated.

Conditions;

1. Available position: one assistant professor
2. Term of employment: two years; may be reappointed once for a term within two years
3. Affiliation: Division of Environmental Science and Infrastructure Engineering
4. Major field of study: civil engineering, environmental engineering
5. Responsibilities: assistance in instructing foreign students, lecture of “Scientific and Technical English”, etc.
6. Qualifications: Applicant must;
 - (1) be a doctoral degree holder by the beginning of employment.
 - (2) have outstanding achievements (research papers, awards, etc.) in the above major field.
 - (3) have an enthusiasm for education and operation of educational course.
 - (4) be competent in English to assist in instructing foreign students.

* Any nationality /gender is acceptable.
7. Scheduled date of employment: 1 October 2022
8. Probation period: Three months from the start of employment
9. Place of employment: Saitama University (255 Shimo-ookubo, Sakura-ku, Saitama City, Japan)
10. Work hours: Work hours are based on the rules regarding work hours and holidays in Saitama University.
11. Holidays: Saturday, Sunday, holidays prescribed the National Holiday Act, the days from 28th December to 3rd January
12. Salary: Annual salary system (salary is based on the rules regarding salary in Saitama University)
13. Insurance: Pension and Health Insurance (the Monbukagakusho Mutual-Aid Association insurance), Employment insurance, Workers’ Accident Compensation Insurance
14. Employer: The president of Saitama University
15. Measurement to prevent second-hand smoke: Smoking is prohibited except in the outdoor smoking area.
16. Application materials:
 - (1) curriculum vitae (with photograph attached)
 - (2) list of academic achievement (lists must include research papers, oral presentations, publications, awards, personal history on educational program, activities in academic society, etc.)
 - (3) a set of offprints or copies of research papers
 - (4) list of acquiring competitive research funds including Grants-in-Aid for Scientific Research (Kakenhi), JSPS
 - (5) a document describing experiences in international exchange activities
 - (6) data on two recommender(s) (name, affiliation, address, telephone & fax number, E-mail address) except for main advisor(s) or immediate superior(s) of applicant.

* Forms of “C.V.” and “achievement record” can be downloaded from < <http://www.saitama-u.ac.jp/recruit/>>.

* Applicants must send the PDF files of the documents by CD-R or USB memory.
17. Deadline: 3 June 2022 (only by mail or delivery by hand)
18. Selection System: Selection will be made by interview after documentary screening. Research achievements in recent five

years will be particularly appreciated. Travel cost will not be paid for coming to the interview.

19. Address for submission :

Prof. Masato Saitoh, Chairperson of the Division of Environmental Science and Infrastructure Engineering

SAITAMA UNIVERSITY

255 Shimo-Okubo, Sakura-ku, Saitama 338-8570 JAPAN

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* All documents should be sent by registered mail and written 'Application for Position of Assistant Professor at Division of Environmental Science and Infrastructure Engineering of Graduate School of Science and Engineering' in red on the envelope. Application materials will not be returned.

20. Note: A fixed amount of subsidy will be granted for newly-employed faculty member to set research environments.

Akihiko Ishii

Dean of Graduate School of Science and Engineering

Saitama University