

October 1, 2021

**Position Open: Assistant Professor,  
The Hokkaido University Museum, Hokkaido University**

The Hokkaido University Museum, Hokkaido University invites applications for its position of Assistant Professor.

**1. Number of Vacancies and Position:**

One. Assistant Professor in the Division of Research, the Hokkaido University Museum

**2. Term of Employment:**

Five years. Reappointment is possible (term of reappointment is five years; limited to one time only). Transition to a tenured position may become possible depending on the results of performance evaluation conducted before the expiry of the term of reappointment set by the Museum,

**3. Research Field:**

Studies on petrology, mineralogy, and ore deposits based on museum specimens

**4. Duties and Responsibilities:**

- Operation: duties related to various committees inside and outside the University; various operational duties in the Hokkaido University Museum.
- Education: co-teaching in General Education Courses and Curator Training Courses; may become concurrently appointed as a faculty member of graduate school or co-teach undergraduate students.
- Research: collection building, registration and management; database registration and maintenance of museum specimens; research and education utilizing museum specimens; promotion of research collaborations with other departments within the University; joint research with other domestic or international research institutes.
- Outreach: PR efforts on research results; planning and management of museum events including exhibitions and seminars; collaborative activities with other museums and regional governments; work with and provide support for researchers of the Division of Academic Resources and Specimens in the Museum and museum volunteers.

**5. Qualifications:**

- (1) Must have or is expected to have a doctorate degree or Ph.D. by the start date.
- (2) Must have the knowledge on museology and is preferably experienced in function and activities of a museum.
- (3) Having a Curatorial Certificate is preferred.
- (4) Foreign applicant must be fluent in Japanese enough to conduct museum activities.
- (5) Must be able to give course instructions and seminars in English for graduate students.

**6. Expected Start Date:**

March 1, 2022 or at the earliest date possible thereafter

**7. Probation Period:**

Applicable (three months)

**8. Salary:**

Determined in accordance with the *National University Corporation Hokkaido University Employee Salary Rules*. If the hiring date is after April 1, 2022, it shall be in accordance with the *National University Corporation Hokkaido University Annual Salary System Faculty Salary Rules*.

**9. Working Hours:**

Discretionary Labor System for Professional Work is applied.

Note: Scheduled working hours per day are 7 hours and 45 minutes.

**10. Health and Other Social Insurance:**

The Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association Health Insurance; Employees Pension; Industrial Accident Compensation Insurance; and Employment Insurance

**11. Name of Recruiting Organization:**

National University Corporation Hokkaido University

**12. Measures Against Secondhand Smoke:**

No smoking on campus except for designated outside smoking areas.

**13. Application Materials:**

(1) Curriculum Vitae: Free format with a photo attached. Must include name, date of birth, current address, contact information (e-mail address and phone number, etc.), academic history since high school, employment history, name(s) of degree-awarding organization(s), date(s) of degree conferral, title of doctoral dissertation, awards, and disciplinary actions.

Note: Provide all details if the applicant has ever been employed by Hokkaido University (for any position including Part-time Lecture, TA, TF, RA and Short-Term Support Assistant, etc.) on or after April 1, 2013.

(2) List of research achievements:

original papers, symposium proceedings, authored books, reviews, patents and others including writing for the general public. For each paper, it must be indicated whether they are peer-reviewed, and the name of corresponding author must be included. If the paper is accepted or in press, attach an acceptance certificate.

(3) One offprint or photocopy each of representative papers (five papers)

(4) Summary of research history and achievements to date, and future aspirations in research (about 3 pages in A4 format)

(5) List of other accomplishments: experience in teaching or providing educational assistance in universities, etc., educational outreach to society, work in affiliated academic societies, and list of competitive grants acquired, etc.

(6) Aspirations for the role and activities of the Museum (about 2 pages in A4 format)

(7) The names and contact information of two references who can speak to the applicant's skills and abilities (it is not necessary for the applicant to inform them).

**14. Application Deadline:**

Wednesday, December 1, 2021 (JST). Late submission will not be accepted for any reasons.

**15. Where to Submit:**

Prof. Takeo Ozawa  
Head of the Personnel Commission  
Administration Office, the Hokkaido University Museum  
Kita 10 Nishi 8, Kita-ku, Sapporo, 060-0810 Japan

Note: (i) Please write "Application for Assistant Professor" in red on the envelope and send by "Kakitome" (insured registered mail) via Japan Post or its equivalent.

(ii) All application materials will be used only for the purpose of candidate selection and properly destroyed and disposed of after the selection.

**16. Inquiries**

Administration Office  
The Hokkaido University Museum  
Phone: +81-11-706-2658, Fax: +81-11-706-4029  
E-mail: [museum@jimuhokudai.ac.jp](mailto:museum@jimuhokudai.ac.jp)

**17. Selection Method:**

The selection will be made based on application review. The Museum may make inquiry to the applicant or request an interview during the process. The applicant shall bear any cost incurred related to the interview.

**18. Remarks:**

- (1) Hokkaido University is committed to creating an environment for education and research with diverse talent, achieving gender equality and equity, and fostering internationalization. We strongly invite applications from women and international researchers (those whose nationality is not Japanese).
- (2) The website of the Hokkaido University Museum is as follows:  
<https://www.museum.hokudai.ac.jp/english/>