

Global Center for Higher Education, Akita University invites applications for two full-time positions

1. Number of Positions: Full-time assistant professor, 2

2. Department: Global Center for Higher Education, Akita University

3. Content of Work:

(1) English education and General Education Subjects

English Certificate (Tentative title, TOEIC related classes for the university program that starts in 2024 academic year) EAP, and so forth.

At least 6 weekly English classes (90 minutes each, more than 12 classes a year)

(2) To plan, develop, and manage English curricula.

(3) Coordinating and managing LMS (Learning Management System) and effective English learning websites using CALL.

(4) Consultation and guidance, particularly for those who have difficulties in learning English

(5) University administrative duties, various university committees, among other duties as required.

(6) Conduct academic research on English education, foreign language education, and applied linguistics and apply for outside funding such as Kakenhi.

(7) Other duties ordered by the director of the Center.

4. Research Field: English education (TESOL/ TEFL), and other related fields

5. Qualifications: Candidates should:

(1) hold a Doctoral (Ph.D.) or Ed. D. degree, or equivalent research experiences

(2) be proficient in English

(3) have experiences of (or be interested in) remedial education, and eagerness about teaching and helping those who have difficulty in learning English.

(4) have proficiency in Japanese sufficient for the above administrative duties.

(5) be greatly interested in the education using LMS and CALL, and knowledgeable about E-learning system, preferably.

(6) have experiences of coordinating English curricula in higher tertiary education, preferably.

(7) be knowledgeable about English tests such as TOEIC, preferably.

6. Compensation:

Salary and benefits will be based on the Akita University salary scale

(1) Salary

- Annual salary system (paid based on the university's payment standard)
- The Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association, Employment Insurance and Industrial Accident Compensation Insurance.

(2) Working hours:

- According to the Employment Regulations of Akita University and other official regulations.

*The discretionary labor system is applied.

* De facto working hours: 7 hours and 45 minutes per day

(3) Holidays

- Saturdays and Sundays, National holidays, Annual leaves, Summer and New Years' holidays based on the university's regulation.
- others (e.g., bereavement leave, parental leave, nursing care leave)

7. Employment status:

Full-time, non-tenure; five-year fixed-term appointment, renewable only once conditioned on internal review.

8. Job starting date:

October 1st, 2023

9. Application Materials:

- (1) Curriculum Vitae (様式 1 Form 1)
- (2) A list of academic achievements and research publications regarding #4 Research Field above (様式 2 Form2)
- (3) A copy of the certificate of the highest degree attained
- (4) A list of research grants obtained, classified according to the source of funding.
- (5) Copies of the three most representative publications, accompanied by abstracts (about 600 words in English).
- (6) Description of achievements in teaching and research (about 600 words in English for native speakers of Japanese or 1500 Japanese characters for others).
- (7) Plans for teaching and research at Global Center for Higher Education, Akita University (about 1000 words in English for native speakers of Japanese or 2500 Japanese characters for others).

- (8) Copies of Japanese and English language proficiency certificates, if available.
- (9) Contact information for two references (names, addresses, phone and email) (様式 3Form 3).

10. Submission deadline: 5 p.m. Thursday 20 April, 2023. (Japan time)

11. Selection process:

First screening: all application documents will be carefully reviewed.

Second screening: the short-listed candidates will be interviewed during the second screening.

The second screening is planned to be a face-to-face interview, for which travel expenses will be covered by the interviewee; however, an online interview via Zoom is acceptable.

12. Submission of application documents:

Documents should be sent by registered mail (EMS/DHL or kakitome, kan'i kakitome) to the following address:

Professor GOTOH Takeshi
Global Center for Higher Education, Akita University
1-1 Tegata-Gakuen machi, Akita, 010-8502, Japan

Be sure to write “ATTN: Application for TESOL/TEFL position” (or 「英語教育分野 (TESOL/TEFL) 教員応募書類在中」) in red on the envelope. Submitted materials will not be returned, and personal information are kept confidential and will be used for selection purposes only. No application by e-mail will be accepted unless prior consultation is made for special circumstances. Consult with the contact person below.

All the application documents must be completed in English or Japanese. Personal information is protected by the relevant Japanese law and the rules of Akita University. Although your application is kept confidential, an inquiry may be made to the references specified in the Application Form.

13. Contact:

If you have questions, please feel free to contact by e-mail:

Professor MIYAMOTO Ritsuko
Head of General Education, Akita University

E-mail: miyamotor☆gipc.akita-u.ac.jp (Change ☆ to @.)

- Fill in the subject with 「英語教員公募」 or 「 TESOL/TEFL position」
- We do not accept a query on the phone or FAX.

14. Additional information:

- Akita University especially welcomes applications from young scholars.
- Akita University is promoting gender equality, and we are actively promoting female faculty members,

For more information about our university's "Gender Equality Initiatives," please refer to <https://www.akita-u.ac.jp/honbu/danjyo/> (in Japanese).