

September 30, 2021

Announcement of Job Opening
Full-Time Program Coordinating and Teaching Position in English
Office of Program for Applied Global Education, Aichi Prefectural University

The Office of Program for Applied Global Education of Aichi Prefectural University invites applications for one full-time tenured teaching position, beginning April 1, 2022.

1. Responsibilities:

- (1) Engage in strategic planning and multi-lingual education of the university
- (2) Teach approximately eight-ten 90-minute classes per week. They include:
 - (i) English classes (English Communication, English Presentation, Preparation for qualifying examination like TOEIC, Intensive English Courses in Spring, Summer and Winter, etc.) set up in Program for Applied Global Education
 - (ii) Subjects concerning cross cultural understanding and global media literacy
 - (iii) PBL classes for global and regional activities and researches
- (3) Engage in administration of Office of Program for Applied Global Education and iCoToBa (Multi-Lingual Learning Center) including planning, coordination, participation in meetings and faculty development activities, developments of teaching materials, etc.
- (4) Engage in other duties assigned by Director of Office of Program for Applied Global Education

2. Title: Lecturer (*Koshi*) or Associate Professor (*Jun Kyoju*)
(commensurate with qualifications and experience)

3. Number of positions: 1

4. Type of position: full-time tenured (no term limit)

5. Qualifications:

- (1) A MA degree or equivalent academic backgrounds in English Language Education with research publications (books, papers, articles, etc.)
- (2) Sufficient Japanese ability to carry out duties in Japanese, if a non-native speaker of Japanese
- (3) Sufficient English ability to teach all the classes in English, if a non-speaker of English
- (4) Minimum of 5 years of experience in teaching English as a second or foreign language at the university level
- (5) Knowledge and experience of course-programing and English education through PBL and active learning.
- (6) After appointment, must reside near Nagakute Campus located in Nagakute City, Aichi Prefecture

6. Contract:

- (1) Salary is decided in accordance with the regulations of the Aichi Prefectural University

Corporation (Relocation allowance within Japan will be provided in accordance with the regulations in accordance with the guidelines of the university, but overseas relocation allowance is not provided)

(2) Enrollment in social insurance will be required

7. Starting Date: April 1, 2022

8. Application deadline: November 19, 2021

(Application documents must be received by this date.)

9. Date of notification: The successful applicant will be notified by the end of December, 2021.

10. Application documents (e-mail submissions WILL NOT be accepted):

- (1) A copy of curriculum vitae (including a list of academic professional careers) with a photograph attached
- (2) A copy of highest degree earned, or other proof of highest educational attainment (documents in languages other than English or Japanese should be accompanied by a Japanese translation)
- (3) A complete list of research publications and teaching achievements (teaching materials, presentations, workshops, etc.)
- (4) Three major research publications (please submit FIVE COPIES OF EACH)
- (5) Two typed essays on your views about applied global education: One in English (of approximately 1000 words) and the other in Japanese (of approximately 1600 letters), and a recording of the applicant reading both of the essays aloud on CD or USB flash memory (preferably in MP3 or WAV format)
- (6) A letter of recommendation (in Japanese or English)
- (7) Documents to prove his/her Japanese proficiency, such as articles written in Japanese, a certificate from the Japanese Language Proficiency Test, etc., if the applicant is a non-native speaker of Japanese
- (8) A stamped (¥84) self-addressed 120 x 235mm envelope (applicable only to applicants residing in Japan)

11. Selection process:

After the screening of the application documents, short-listed applicants will be interviewed. Those residing in Japan will be asked to come to Aichi Prefectural University for on-campus interviews, including a teaching demonstration (the interviews and teaching demonstrations may be conducted on-line, as the case may be). Travel expenses must be paid by the applicants if they are required to come to the campus. For applicants residing overseas, interviews and teaching demonstrations will be done online. After the selection process is over, the results will be sent by post to all the applicants.

12. Send all application documents to:

Personnel Section, General Administration Department
Aichi Public University Corporation
1522-3 Ibaragabasama, Nagakute, Aichi
480-1198

*Application documents must be sent by registered mail (*kan'i-kakitome*) with “Application for English Teaching Position in Office of Applied Global Education” written in red on the

front of the envelope. E-mail submission or handing the documents in person over to the office or personnel is strictly forbidden.

Contact information:

Prof. Katsunori KAJIHARA, Director of Office of Applied Global Education

Fax: 0561-64-1105

E-mail: lec-search@bur.aichi-pu.ac.jp

Please note:

- (1) During the screening process, the selection committee may contact applicants by phone or by e-mail.
- (2) The application documents will not be returned.
- (3) Personal information received through this application process will not be used for any other purposes.
- (4) This job opening announcement appears in the Japan Research Career Information Network (JREC-IN): <http://jrecin.jst.go.jp/seek/SeekTop>