

Application Details for Kagawa University International Office Adjunct Instructor

The Kagawa University International Office consists of three centers – Center for International Research and Cooperation, International Student Center, and Global Café Center. The International Office promotes the acceptance of international students and dispatch of Japanese students, concludes Academic Exchange Agreements, promotes research exchange through symposiums and cooperation for joint research, and contributes to internationalizing the campus(es). At this time, applications for an adjunct instructor shall be accepted according to the following.

1. Affiliation Kagawa University International Office
<https://www.kagawa-u.ac.jp/kuio/>
2. Job Title Adjunct Instructor^{*1} (Global Café^{*2}) 1 person
3. Job Description Main Responsibilities
 - 1) Promote study abroad to Japanese students (conduct English lessons about 8 hours per week at the Global Café)
 - 2) Manage various activities at the Global Café
 - 3) Transmit information overseas (manage and administer English homepage, create English version of other media, etc.)Other Responsibilities (Assistance)
 - 1) Consultation for study abroad to Japanese students and plan and conduct exchange activities between those of different countries (includes events at international dormitories^{*3})
 - 2) Be involved in educational activities, etc. relating to international affairs (such as guiding study tours and assisting classes conducted by other International Office faculty)
 - 3) Take part in other duties of the International Office (such as Guidance Sessions for new international students)
4. Qualifications The applicant should satisfy the following conditions:
 - 1) Graduated from at least a 4-year college or university (those with a master's degree or equivalent is preferred)
 - 2) Native speaker of English or have equivalent English proficiency
 - 3) Computer skills (Word, Excel, etc.)
 - 4) N3 level or higher of Japanese Language Proficiency Test (JLPT) is preferred.
 - 5) Teaching experience at an educational institution is preferred.
5. Application Method
 - 1) Application Documents
 - ① Curriculum Vitae (No specified form, but should include the following, with a

recent photo attached)

a. Name, Date of Birth (Age), Gender, Address, Phone Number, E-mail
Address **(required)**

b. Education History (from high school education to present) **(required)**

c. Job History **(required)**

Include the following if applicable.

d. Teaching Experience (period, location, subject, audience)

e. Research Experience (period, research topic, presentation at conferences, theses or dissertation)

f. Activities at affiliated conferences or other (period, name of conference; for others, include a description)

g. Awards

h. Other Remarks

② “Statement of Purpose and Future Aspiration (A)” and “Measures for Promoting Study Abroad to Japanese Students (B)”. Both (A) and (B) combined should be about 1,000 words in English (Times New Roman 12pt Font, Single Spaced) or 2,000 characters in Japanese (Mincho 10.5 Font, Horizontal, Single Spaced). (A4, No specified form)

③ Copy of English Proficiency Certificate (test score, etc.)

- Not required for applicants of nations where English is the first language.
- Submit test scores for JLPT or similar if available.

④ Original or copies of major achievements or publications (up to 3)

2) Application Deadline: January 31, 2020 (Friday) 17:00

- Applications received after the deadline shall not be considered under any circumstances.

3) Submission and Contact Information

Administrative Group, International Office, Kagawa University

Saiwaicho 1-1, Takamatsu, Kagawa 760-8521, JAPAN

Recruitment Officer (E-mail:kuio@ao.kagawa-u.ac.jp)

On the front of the envelope, write 「非常勤教員応募書類在中」 in red and mail it to the above address with a tracking number. In principle, application documents will not be returned to the applicant.

6. Selection
Method

Primary Selection: Application Documents

(results shall be announced early-February)

Secondary Selection: Interview in English and Japanese and
Demonstration Lesson in English

(Only candidates who have passed the primary selection shall be notified of details for the secondary selection.)

- Travel expenses and accommodation fees for the interview shall be the responsibility of the candidate.

7. Starting Date April 1, 2020
8. Term of Employment From the starting date to March 31, 2021
Renewable up to March 31, 2022 based on performance of the employed term, after that, extendable for 3 years.
9. Working Conditions
- 1) Working Hours, etc.
- ① Working Hours: Discretionary labor system: 7 hours 45 minutes per day
• There may be times when work is scheduled in the evening.
- ② Off Days: Saturday, Sunday, National Holidays, Year-end and New Year (December 29 – January 3)
• There may be times when work is scheduled during off days. (If this is the case, a day off will be given in lieu)
Furthermore, working hours may be during lunch time or after classes (until around 7 pm) based on the students' needs.
- ③ Leave: Annual Paid Leave, Sick Leave, Special Leave
- 2) Compensation
- ① Wage and Bonus: Shall be determined by the salary system of Kagawa University (approximately 10,000 yen to 16,000 yen (daily wage) based on years of experience)
- ② Benefits: Housing Benefit, Commuter Benefit
- ③ Social Insurance: Health Insurance, Employee Pension Insurance, Employment Insurance, Labor Insurance
- ④ Housing: Available depending on room vacancy
10. Others
- ※¹ Adjunct Instructor: labor regulations determined by 「国立大学法人香川大学非常勤職員就業規則」 apply.
https://www.kagawa-u.ac.jp/somu/kisoku/reiki_honbun/x872RG00000038.html
(in Japanese)
- ※² Global Café: refer to the following URL for details
<https://www.kagawa-u.ac.jp/kuio/englishcafe/>
- ※³ International Dormitories: Kagawa University has three dormitories for international students: “International House,” “Hanazono Dormitory,” and “Kaminocho International Dormitory.”