

Application Details for Kagawa University International Office Adjunct Instructor (International Exchange)

Kagawa University International Office consists of three components: Center for Research and Cooperation, International Student Center, and Global Café Center. Its main function is to contribute to the globalization of the university through the hosting of international students, sending of Japanese students for study abroad, overseeing the academic agreements, and the conducting of international joint research and symposiums. The prolonged corona crisis has deeply affected how international relations are being conducted. Looking into the post corona era, we foresee a necessity to continue the ongoing challenge of utilizing online mechanisms to promote and cultivate a global mindset in our youth. Since Kagawa University has embarked on a 'Digital Transformation (DX)' in not only academic activities but also administration, International Office also has to adopt DX to handle international relations as well as to incorporate a global aspect into the curriculum for our students. We are looking for a suitable candidate to assist us in this direction.

1. Affiliation Kagawa University International Office
<https://www.kagawa-u.ac.jp/kuio/>
2. Job Title Adjunct Instructor ※1 (International Exchange) 1 person
3. Job Description
Main Responsibilities
 - 1) Coordinate and correspond with overseas partner universities
 - 2) Disseminate information about Kagawa University and International Office to audiences local and abroad through homepage and SNS
 - 3) Assist and/or partially teach classes offered by International Office
 1. Classes, seminars, events at Global Café[※]
<https://www.kagawa-u.ac.jp/kuio/englishcafe/>
 2. Classes and forums jointly conducted with overseas partner universities
 - 4) Advise Japanese students in study abroad programs and coordinate with overseas partners on the documentation
 - 5) Participate in activities related to Digital Transformation (DX)

Other Responsibilities (Assistance)

 - 1) Assist in events conducted at our campuses and international dormitories. Kagawa University runs three international dormitories at Yashima, Hanazono, and Kaminocho.
 - 2) Other responsibilities related to International Office (including translating documents for magazines and leaflets.)
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) Competency in English and Japanese Languages to handle the tasks mentioned above, plus good communication skills.
- 3) Skilled in IT (PC, Word, Excel etc.), online software, SNS, and web design.
- 4) Understanding of foreign cultures that may contribute to the accomplishment of the tasks mentioned above.
- 5) Possess skill and passion in education, cooperative and empathic in disposition.

5. Application
Method

1) Documents

① Curriculum Vitae and application documents

※ Use attached form and write in Japanese language

※ Your recent photo is required

※ We request candidates who are not native speakers of Japanese language to submit application documents in Japanese language in order for us to see candidates' Japanese language proficiency.

② Proof of English Language ability (Certificates from TOEIC, IELTS etc.)

※ Native English speakers do not need to submit this document.

③ Proof of English Language ability (Certificates from JLPT, etc.)

※ Native Japanese speakers do not need to submit this document.

2) Application Deadline (stamped date): March 15, 2021 (Monday)

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

3) Submission and Contact Information

Administrative Group, International Office, Kagawa University

Saiwai-cho 1-1, Takamatsu, Kagawa 760-8521, JAPAN

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

On the front of the envelope, write 「香川大学交流推進担当教員応募書類在中」 in red and mail it to the above address with a tracking number. In principle, application documents will not be returned to the applicant.

※ In principle, applications are accepted only via the postal system. However, depending on the circumstances of the postal system, candidates living outside of Japan for instance, may wish to apply through the email system. Please consult our office.

6. Selection
Method

Primary Selection: Application Documents

(results shall be announced late-March)

Secondary Selection: Interview in English and Japanese

(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.

※ Depending on the corona situation, interviews may be conducted online.

7. Starting Date 1 May 2021
8. Term of Employment From the starting date to March 31, 2022
Renewal possible depending on availability of funds.
9. Working Conditions
- 1) Working Hours, etc.
- ① Working Hours: Discretionary labor system: 7 hours 45 minutes per day
※ Adjustment of working hours can be consulted.
- 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: 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 Bonus: Two times a year (June, December)
- ③ Benefits: Housing Benefit, Commuter Benefit
- ④ Social Insurance: Health Insurance, Employee Pension Insurance, Employment Insurance, Labor Insurance
- ⑤ 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)