

Application Details for Kagawa University International Office Associate Professor or Lecturer

The Kagawa University International Office consists of the International Research Support Center, the International Student Center, and the Global Café Center. The International Office is the primary arm of the university overlooking international affairs and matters related to globalization. The International Office is currently recruiting one full-time faculty member according to the following guidelines.

1. Job title • Associate Professor or Lecturer, 1 person
Number to be recruited
2. Job description
Responsible for overall operations of the International Office of the university, particularly, the following tasks.
 - ① Advice on daily life for international students
 - ② Dispatching and accepting students for short-term programs and study tours
 - ③ Dissemination of information through various methods
 - ④ Cooperation with various organizations to promote international exchange
 - ⑤ Various support activities to improve the lives of international students
 - ⑥ In charge of classes such as university-wide common subjects and undergraduate specialized subjects
Example of classes: Project Sanuki
Leading Edge Issues in Kagawa University
Japanese Affairs
These subjects, tailored to international students who have backgrounds in a variety of specialized fields, are designed to introduce and initiate discussions on specific aspects of Japan. These courses include those that use English as the medium of instruction.
 - ⑦ Education and research related to specialized fields
 - ⑧ Planning, research, support, etc. for promoting university-wide internationalization
 - ⑨ Work related to the preparation and proofreading of English documents necessary for operations of the International Office
 - ⑩ In addition to the above, matters related to university affairs
3. Employment conditions
(1) Full-time (Subject to the National University Corporation Kagawa University Faculty Term Regulations.)
Term of office: 5 years, reappointment possible (no fixed term after reappointment)
(2) Affiliation: Kagawa University International Office
(3) Salaries, etc. are based on the National University Corporation Kagawa University Staff Salary Regulations. The annual salary system will be applied.
4. Qualifications
Applicants who satisfy all of the following conditions (1) to (3).
 - (1) Those who have completed (or are expected to complete) graduate school doctoral course, or those who have the equivalent or higher ability.
 - (2) Regardless of research field, those who have a track record of international student education and international exchange activities.
 - (3) Those who have advanced English proficiency, including the ability to process specialized documents such as academic documents and agreements, and who are able to carry out tasks such as university committees in Japanese without difficulty.
5. Starting date
June 1 (Sat), 2024 or the earliest date possible thereafter
6. Application deadline
Must arrive by 17:00, February 9 (Fri), 2024

7. Application documents
- (1) Curriculum Vitae
 - (2) Research achievement record
 - (3) Up to 5 major research achievements in PDF format
(Books • Doctoral thesis • Research articles etc.)
 - (4) Summaries of up to 5 major research achievements (approximately 200 words each)
 - (5) Achievements in international exchange activities including education and support for international students (A4 size, approximately 500 words)
 - (6) Aspirations for work if hired by this university (A4 size, about 500 words)
 - (7) Academic activities, social activities, and history of educational activities
 - (8) Grants-in-Aid for Scientific Research/Research Grants and Status of other grants/subsidies
 - (9) Documents proving language proficiency
 - ① Those who do not speak English as a first language; copy of TOEFL, IELTS, etc. scores (required)
If English is your first language, you do not need to submit a copy of the above certificate.
 - ② Those who do not speak Japanese as a first language; if possible, please submit a copy of results of Japanese Language Proficiency Test.
 - (10) Information on individuals (e.g., researchers) who can act as references for applicants
 - ① Submit information (name, affiliation, job title, e-mail address, telephone number, relationship with applicant) on two individuals who can act as references. (free format)
 - ② After passing the first screening, bring a letter of recommendation from one of the above individuals (references) on the day of the second screening. Alternatively, mail it to the Director of Kagawa University International Office before the day of the second screening.
If this is not possible due to time constraint, send the letter of recommendation by mail to the Director of the Kagawa University International Office within 30 days of the notification of the second round of selection.

Note 1: Documents (1), (2), (7), (8) can be downloaded from International Office homepage (<https://www.kagawa-u.ac.jp/kuio/news/23/31050/>).

Note 2: Documents to be submitted may be prepared in English or Japanese.

■ After processing, all application documents will be disposed of responsibly by the International Office.

8. Method and address for submission
- Combine the contents of application documents (1), (2), (4) to (10)① into one file in PDF format, combine the contents of (3) into one file in PDF format, and save each document. Send as an email attachment (10MB or less).
Alternatively, please email us the URL where we can download the documents. Please write "Kagawa University International Office Recruitment for Associate Professor or Lecturer" in the subject line of the email.

* Once we receive the application documents, we will send an e-mail acknowledgement within two business days. Please contact us if this email is not received within this time.
(Closed for year-end and New Year holidays: 12/29-1/3)

Place of Submission (email address)

E-mail : kokusai-h@kagawa-u.ac.jp

Kagawa University

Director of International Office

Prof. WADA Kenji

(10)② Address to send References:

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

Kagawa University

Director of International Office

Prof. WADA Kenji

9. Selection method
Primary Selection: Application Documents
Secondary Selection: Interview and demonstration lesson (Only candidates who have passed the primary selection shall be notified of details for the secondary selection.)
The secondary selection will be held face-to-face. *Travel expenses for the secondary selection will be at the applicant's expense.
However, applicants residing overseas may opt to have an online interview.
10. Dates for secondary selection
Possible dates are March 21(Thu), 22 (Fri), 25(Mon), or 26(Tue), 2024
11. Result of selection
After the decision has been made, the successful candidate shall be notified accordingly.
12. Others
The annual salary system will be applied to the salaries of newly hired faculty members.
Kagawa University actively promotes gender equality, and when selecting applicants who are deemed to be equal in terms of achievements (educational achievements, research achievements, etc.) and character evaluation, etc., we will consider gender balance and decide accordingly.
In addition, in order to revitalize academic research and education, we are actively promoting the hiring of young faculty members.
In addition, if you have less than 3 years of experience as a university teacher, you will be eligible to participate in the "New Teacher Training Program (40 hours or more in 2 years)" after being hired.
13. Inquiries
Kagawa University
Administrative Division, International Office
KIYOKAWA (Ms.)
E-mail : kokusai-h@kagawa-u.ac.jp