

Kagawa University International Office: Part-time Instructor Recruitment Information

The Kagawa University International Office consists of the Center for International Research Support, the International Student Center, and the Global Café Center. It is responsible for a range of activities that contribute to the university's globalization, including the acceptance of international students, promotion of overseas study for Japanese students, conclusion of inter-university academic exchange agreements, promotion of international collaborative research, and organization of international symposia.

The **Global Café**, part of the Global Café Center, provides extracurricular classes and exchange events for both Japanese and international students. Its aim is to expand students' international perspectives and enhance their motivation for continuous learning by providing opportunities to learn diverse languages and cultures.

The Global Café Center is now inviting applications for the following part-time teaching position.

Details

Affiliation:

Kagawa University International Office

<https://www.kagawa-u.ac.jp/kuio/>

Position:

Part-time Instructor (in charge of Global Café activities), equivalent to Assistant Professor level -1 position available

Global Café Center website:

<https://www.kagawa-u.ac.jp/kuio/englishcafe/>

Job Description

1. Teach Global Café classes (approximately 8 hours of English classes per week) and plan and conduct new classes that align with the educational objectives of the Global Café Center.
<https://www.kagawa-u.ac.jp/kuio/englishcafe/workshops/33549/>
2. Plan, organize, implement, record, and report on classes, seminars, and events held by the Global Café.
※ These educational activities may take various forms and methods, and are in principle extracurricular.
<https://www.kagawa-u.ac.jp/kuio/englishcafe/event/>
3. Build collaborative relationships with international partner institutions and assist in the dispatch and reception of students.
4. Provide academic counseling related to study abroad for Japanese students.
5. Manage and maintain English-language public relations, including the English version of the website and other English-language publications.
6. Promote research activities and external funding related to exchange programs and Global Café activities.

7. Promote community engagement and social contribution activities.
8. Undertake other duties related to university operations as needed.

Qualifications

Applicants must meet the following requirements:

1. Hold a Master's degree or higher, or possess equivalent knowledge and experience.
2. Have sufficient English and Japanese reading and writing ability to perform the duties smoothly.
 - Applicants whose first language is not English are preferably expected to have studied in an English-speaking country for at least one year.
 - Applicants whose first language is not Japanese are preferably expected to have passed the Japanese-Language Proficiency Test (JLPT) at Level N3 or higher.
3. Possess enthusiasm and skill for education, along with the interpersonal qualities needed for work involving interaction with students, faculty, and international organizations.
4. Be able to use computers (Word, Excel, etc.) and conduct online classes or events.
5. Preferably have experience teaching English at a university or other higher education institution.

Application Procedures

1. Application documents

1. Curriculum vitae (using the designated form, with photograph attached).
2. Copy of a document certifying English proficiency (e.g., TOEIC, IELTS).
 - Not required for applicants whose first language is English.
3. Copy of a document certifying Japanese proficiency (e.g., JLPT results).
 - Not required for applicants whose first language is Japanese.

2. Application deadline:

Wednesday, November 19, 2025, by 17:00 (Japan time)

Applications received after the deadline will not be accepted under any circumstances.

3. Submission and contact information:

Applications may be submitted **by post or email**.

- For email submission:
Include "Application Documents for International Office Part-time Instructor" in the subject line.
- For postal submission:
Write "Application Documents Enclosed — Part-time Instructor" in red ink on the front of the envelope and send by registered mail.
(Application materials will not be returned.)

Mailing and contact address:

Kagawa University, Division of Education and Student Support, International Affairs Section
(Attn: KIYOKAWA)

1-1 Saiwai-cho, Takamatsu, Kagawa 760-8521, Japan
Email: kokusai-h@kagawa-u.ac.jp

Selection Process

First stage: Document screening

(Results of the first stage will be announced around late November to early December.)

Second stage: Interview (in English and Japanese) and mock lesson (in English)

Details will be sent only to those who pass the first screening.

Applicants are responsible for their own travel and accommodation expenses for the interview.

Expected Start Date: From **April 1, 2026**, or as soon as possible thereafter.

Employment Period

From the date of appointment to **March 31, 2027**.

The term may be renewed based on job performance and other factors.

Working Conditions

1. **Working hours:** 8:30–17:15
 - Discretionary labor system for professional work (deemed working hours: 7 hours 45 minutes per day).
2. **Holidays:** Saturdays, Sundays, national holidays, and New Year holidays (December 29 – January 3).
 - You may occasionally be required to work on holidays for university events (with compensatory leave).
 - Some work may occur during lunchtime or evening hours to accommodate student availability.
3. **Leave:** Annual paid leave, sick leave, and special leave.

Compensation and Benefits

1. **Salary:** Determined according to university regulations, based on academic background and work experience.
2. **Bonuses:** Twice a year (June and December).
3. **Allowances:** Housing and commuting allowances provided as applicable.
4. **Insurance:** Enrollment in health insurance, employee pension insurance, employment insurance, and workers' accident compensation insurance.
5. **University housing:** Available depending on vacancy status.

This position is subject to the **Employment Regulations for Part-time Employees of the National University Corporation Kagawa University:**

https://www.kagawa-u.ac.jp/somu/kisoku/reiki_honbun/x872RG00000038.html