

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 our campuses. The Global Café belongs to the Global Café Center and provides non-credited classes in languages and culture and organizes events for both Japanese students and international students. We are now hiring one adjunct instructor to manage our Global Café Center.

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) Plan and 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 activities related to education (such as assisting in lectures conducted by faculty members from International Office, and collaborative faculty members from other departments and centers), and contribution to the local community.
 - 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) Master's degree (including anticipated conferment) or a certification acknowledging candidate to have an equivalent qualification and/or capability.
 - 2) Native speaker of English or have equivalent English proficiency.
 - 3) Computer skills (Word, Excel, etc.) and ability to conduct classes and events online.
 - 4) N3 level or higher of Japanese Language Proficiency Test (JLPT) is preferred.

- 5) Teaching experience at an educational institution is preferred.
- 6) Possess skill and passion in education, cooperative and empathic in disposition.

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 dissertations)
 - 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 (stamped date): February 28, 2021 (Sunday)

- 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 「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.

※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 mid-March)
 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.
 ※ Depending on the corona situation, interviews may be conducted online.
7. Starting Date
 April 1, 2021 onwards (if possible, the earlier the better)
8. Term of Employment
 From the starting date to March 31, 2022
 Renewable up to March 31, 2023 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.”