Full-time Position in English

The University Education Center, Gunma University, Japan, is now accepting applications for a position as a full-time Lecturer (kōshi).

1. **[Affiliation]** University Education Center, Gunma University

2. **[Position]** Full-time Lecturer (kōshi), four-year contract (From date of appointment to March 31, 2022).

3. **[Number of positions]** One (1)

4. **[Duties]**

Duties include:
- (1) Planning and Coordination of educational programs for the Global Frontier Leadership (GFL) program. Details of GFL program are shown at http://gfl.jimu.gunma-u.ac.jp.
- (2) Instruction of GFL students (English training, chaperone for study abroad program, etc.)
- (3) English instruction for other Gunma University students
- (4) Administrative work at the University Education Center.

5. **[Salary & Benefits]** in accordance with pay regulations of Gunma University

6. **[Starting date]** September 1, 2018 or as soon as possible thereafter

7. **[Qualifications]**

- (1) MA or higher in the field of TESOL/SLA, or Applied Linguistics, or the equivalent thereof;
- (2) Proficiency in both English and Japanese languages (Non-native Japanese must be able to carry out administrative work in Japanese);
- (3) A minimum of three scholarly (3) publications in the field that may include books, journal articles, translations, and university textbooks;
- (4) Teaching experience at post-secondary level (including part-time teaching);
- (5) Applicants with more than a year's experience living abroad are preferred.

8. **[Deadline]** Friday, March 30, 2018 (application must arrive by this date)

9. **[Application]**

- (1) *Curriculum Vitae* - On A4 paper, include
    1. Name,
    2. Date of Birth,
    3. Current Address,

4. Telephone no. and e-mail address,
5. Educational Background (Include high school and higher education),
6. Degree(s),
7. Employment History,
8. Professional organizations or association to which you belong,
9. Certifications or Awards (native Japanese should indicate TOEFL or standardized test score; non-Japanese should indicate ability in Japanese by Japanese Language Proficiency Test (JLPT) level or other.

Affix a seal or sign the document. The designated form can be downloaded here.

(2) *Record of Teaching Experience*. The designated form can be downloaded here.

(3) *List of Publications* and academic activities in the order below. The designated form can be downloaded here.
   1. Books
   2. Journal Articles
   3. Translations
   4. Other

(4) *Three publications* (photocopies are accepted)

(5) *Aspirations for Global Education* (Describe your aspirations based on your educational and research experience, either in English or Japanese, A4, 1-2 pages)

(6) *Names and Contact information* for up to two (2) persons who may be contacted as a reference

10. [Selection of Candidates]
Following a screening of application materials, short-listed candidates will be interviewed in Japanese and English (including a teaching demonstration) at Gunma University. Applicants are responsible for their own travel fees and expenses.

11. [Mailing the Application]
Applicants are requested to send all the documents required to:

The Director of the University Education Center,
Gunma University
4-2 Aramaki-machi,
Maebashi, Gunma
371-8510 JAPAN

Enclose application materials in an envelope marked "Application for English Position" written in red letters. Send the materials by registered mail.

12. [Inquiries]
Academic Affairs Division (Kyōmuka), Mr. Kuniyuki Saito
Tel 027-220-7129; email: gakusei@jimu.gunma-u.ac.jp

13. [Notices]

(1) Retirement age is 65.
(2) Application materials will not be returned.
(3) All personal information is used exclusively for employment and shall not be used for any other purposes.
(4) It is preferred that the candidate live in the Maebashi area after appointment
(5) Gunma University supports gender equality in its hiring practice. In the case that short-listed candidates are equally qualified, the university seeks to hire women.