

Job announcement for a specially appointed instructor position at the Center for Teaching, Learning and Career Development (Global Education Center), Iwate University

1. Purpose

The Global Education Center was established as part of the Center for Teaching, Learning and Career Development (CTLCD) of Iwate University in order to cultivate "globally-aware people working for local revitalization."

As part of the project, a cross-departmental global human development program called the "IHATOVO Global Course" will be launched to enhance students' ability to address local issues from a global perspective in cooperation with local communities. Now, by newly establishing the Iwate University Global Village, the center will cultivate students' global-awareness to actualize the aim of the course.

The center is now recruiting an instructor to assist with the daily management of the Iwate University Global Village based on the job description below.

2. Responsibilities

(1) Engage in English related activities at the Iwate University Global Village

1. Support student English learning

2. Coordinate various activities including cultural exchange events and training programs

(2) Contribute to system administration related to promoting the IHATOVO Global Course

(3) Proofread official university documents written in English and assist with simple translation

(4) Engage in English learning support for faculty members

3. Affiliation

Center for Teaching, Learning and Career Development (Global Education Center)

4. Job title and number of positions

Specially Appointed Instructor (Specially Appointed Assistant Professor) – one position

5. Date of employment

Earliest date on or after September 1, 2016

6. Term of employment

The term of employment is fixed (from the employment date to March 31, 2017).

The contract may be renewed.

7. Hours/Compensation

Hours: Full time

Holidays: Saturday, Sunday, national holidays, New Year holidays

Vacation: Paid vacation and other vacation arrangements

Compensation: By annual salary. One-twelfth of the annual salary shall be paid each month. Annual salary is determined by age and experience based on the Work Regulations for Contract Employees of Iwate University.

Social insurance/securities: Must join the Ministry of Education, Culture, Sports, and Science and Technology Mutual Aid Association, work pension program, employment insurance, and labor insurance

8. Qualifications

Applicants must meet all the requirements below.

- (1) Have experience doing the work listed under “2. Responsibilities” as well as an interest and passion for global human development.
- (2) Have a Master's degree or higher from Japan or abroad, or equivalent professional experiences and achievements, and the necessary educational capabilities for engaging in university education.
- (3) Speak English as a first language or have the equivalent ability and the necessary Japanese proficiency for performing the job.
- (4) Have international experiences and academic knowledge of multi-cultural or cross-cultural matters.

9. Required Application Materials

(Please use A4 paper as a general rule unless a document is provided separately).

- (1) Resume (No set form. Provide information on high school graduation to the present, and attach a photo.)
- (2) List of work experiences related to the work listed in “2. Responsibilities” above (No set form).
 - * Please attach supporting documents if any.
- (3) Essay on your aspirations for fulfilling the duties described in “2. Responsibilities” (About 800 words)
- (4) Names and contacts of people who can be reached for inquiry about the applicant (two people)

Optional. Please provide the following documents if you have them.

- (5) List of education and research achievements (attached form)
- (6) Up to five separate prints or copies of major papers

10. Screening

- (1) Primary screening: From documents
- (2) Secondary screening: Interview (Japanese or English)

* Interview is scheduled for mid-July. The cost of transportation and accommodation is to be paid by the applicant.

11. Application deadline

No later than 17:00 on Friday, June 24, 2016

12. Submission of application form and inquiry

- (1) Submit to:

Toshihiro Yabu, Director of the Global Education Center

Attn. to: Center for Teaching, Learning and Career Development, Iwate University

3-18-34 Ueda, Morioka 020-8550

Please write "教育推進機構(グローバル教育センター)特任教員応募書類在中" (Application for CTLCD (Global Education Center) Specially Appointed Instructor Position) on the front of the envelope and send it by simple registered mail (簡易書留).

(2) Contact for inquiries

Manager of International Office, Student Services Division, Iwate University

Tel: 019-621-6553

Fax: 019-621-6290

E-mail: gryugaku@iwate-u.ac.jp

We will not be able to respond to any inquiries regarding screening details. Please note that the application materials will not be returned.