**Job Announcement for a Full-Time Position**

The University of Toyama invites applications for one full-time Specialist in English Language Education Instructor with the following requirements and conditions:

**1. Position available**: Lecturer or Assistant Professor (1 position, tenured)

**2. Organization:** Institute of Liberal Arts and Sciences

**3. Research Field:** English language education

**4. Educational Field:** Liberal Arts and Sciences English education for first-year university students in various majors

**5. Teaching and other responsibilities:**

(1) Liberal Arts and Sciences English classes:

- “English Literacy 1”, “English Literacy 2”

- “English Communication 1”, “English Communication 2”

(2) Other English-related classes

(3) Other English-related activities including serving on English entrance examination committees and participating in study abroad program coordination

**6. Number of responsible classes:** 8 ninety-minute classes per week (as a standard)

**7. Starting date**: As soon as possible on or after April 1, 2019

8. **Qualifications**

(1) A native speaker of English or near-native English proficiency irrespective of nationality

(2) A Master’s degree or higher in a related field or educational abilities sufficient for university-level education in the required field.

(3) Tertiary-level education teaching experience of 3 years or more in principle and enthusiasm for teaching English

(4) Communication ability in Japanese sufficient for daily conversation

**9. Application materials**:

\* All materials should be submitted in A4 size (210 mm × 297 mm) except books and offprints (see 3 below).

(1) Curriculum vitae (Form-1). Other forms can be accepted provided all items are included.

(2) A list of publications (Form-2). Other forms can be accepted provided all items are included.

(3) Up to 3 main publications: books, article offprints or both. For each manuscript, three copies (offprints or photocopies) should be prepared. Manuscripts, if more than one is included, should be assembled in the same order as on the list of publications.

\* Application materials will in principle not be returned. If you would like your application materials to be returned to you, please include a self-addressed, stamped envelope with postage sufficient for returning your application materials.

(4) An essay about the candidate’s past English teaching activities and aspirations for teaching English in the Institute for Liberal Arts and Sciences at the University of Toyama (about 1000 words).

(5) An essay about the candidate’s past and future research activities and aspirations as a faculty member in the Institute for Liberal Arts and Sciences at the University of Toyama (about 1000 words).

(6) One letter of recommendation or two reference names (including address, telephone number, FAX number and e-mail address).

(7) 3 to 5 syllabuses for English classes that the candidate actually taught.

\* Form-1 and Form-2 can be downloaded from the HP for the job announcement at the University of Toyama: http://www.u-toyama.ac.jp/outline/employ/index.html

\* Information sent to us will only be used for processing candidates’ applications for this position.

**10. Deadline for receiving applications**: Friday, February 1, 2019

**11. Selection process:**

First selection - Document-based screening

Secondary selection - An interview including a presentation and a teaching demonstration. Shortlisted candidates will be requested to prepare one teaching plan and demonstrate a short microteaching lesson using the plan. Details of the interview and microteaching lesson will be provided to shortlisted candidates.

\* Only shortlisted candidates who pass the first selection will be required to attend the secondary selection. The schedule of the secondary selection will be communicated individually to shortlisted candidates. All costs for attending the secondary selection (transportation and accommodation) must be borne by the candidate.

**12. Address applications to:**

Yasuko Kamikawa

Head of the Institute of Liberal Arts and Sciences

University of Toyama

3190 Gofuku

Toyama 930-8555

Japan

\* Write “Application materials for Full-Time Specialist in English Language Education Instructor” in red on the outside of the envelope.

**13. Inquiries:**

Motoki Natori

Institute of Liberal Arts and Sciences

University of Toyama Sugitani Campus

2630 Sugitani

Toyama 930-0194

Japan

Tel: 076-434-2281 (main number) (Ext. 2750)

E-mail: natori@las.u-toyama.ac.jp

**14. Conditions:**

The conditions of employment are according to the rules for University of Toyama faculty and staff. Remuneration will be decided according to the candidate’s educational background and professional experience.

**\* Address inquiries about employment conditions to:** Human Resources & General Affairs Department, Tel: 076-445-6524

**15. Other**

(1) In some cases, applicants may be asked to submit additional materials.

(2) Certificates for educational achievements and degrees should be submitted at the time of hiring.

(3) The retirement age is 65 years (consistent with the work rules for University of Toyama faculty and staff).

*\* The University of Toyama promotes gender equality and welcomes applications from highly motivated female candidates.*

We support female candidates who interrupted their careers because of life events such as childbirth, child raising, and nursing and provide assistance to improve the international activities of female faculty through support from "the program to supporting research activities of female researchers" sponsored by the Ministry of Education, Culture, Sports, Science and Technology (MEXT).

[Initiative for Realizing Diversity in the Research Environment] http://www3.u-toyama.ac.jp/danjo/