

President of Seisen University  
Haruko Okano

## **ANNOUNCEMENT: POSITION AVAILABLE**

### **1. POSITION**

- (1) Tenured professor, associate professor, or lecturer
- (2) Department of English Language and Literature
- (3) Fields: Japanese-English Translation, Translation Theory, Japanese-English Comparative Literature
- (4) Subjects: Translation courses, literature-related subjects, English skills classes
- (5) Starting Date: 1 April 2009

### **2. QUALIFICATIONS**

- (1) Native speaker of English.
- (2) Japanese language ability sufficient to participate in committees and general administrative work.
- (3) Ability to work constructively with the spirit and educational principles of the university.
- (4) MA or above in a relevant field.
- (5) At least three years of teaching and research experience at a university or equivalent institution in Japan required.

### **3. REQUIRED DOCUMENTS**

- (1) Full resume with recent photo. The resume must give exact dates for schooling and work positions (day, month, year) in Japanese where relevant.
- (2) List of publications, presentations and academic association memberships.
- (3) Five publications in a relevant area (a balance of translations and research papers preferable).
- (4) Two letters of recommendation.
- (5) Copy of highest degree (sighting of the original maybe required at a later stage of the selection process).
- (6) An essay of about 800-1000 words in English or 2000 characters in Japanese on your potential contributions to teaching at Seisen University.

Those persons who are short-listed will be required to do a mock lesson (30 minutes) and be interviewed (conducted on the same day).

### **4. DUTIES**

Teaching a minimum of five courses in the English curriculum, and, depending on qualifications, contributing to the graduate program. Participating in administrative work as a full time member of the English Department.

### **5. SALARY & BENEFITS**

The standard university salary scale and benefits (health insurance, bonuses, etc.) will apply depending on the level of formal education and the number of years of professional teaching experience.

6. APPLICATION DEADLINE: (must arrive by) June 10, 2008

7. APPLICATION ADDRESS

English Department  
Seisen University  
3-16-21 Higashi Gotanda  
Shinagawa-ku, Tokyo 141-8642

Note: Send the application and documents by registered mail to the above.  
Please write 'TRANSLATION' in red on the outside of the application envelope.

Those who wish to have the submitted application material returned, please enclose an envelope (for return) with your name and address on it.

8. ADDITIONAL INFORMATION

For additional information contact Seisen University Official Website  
URL: <http://www.seisen-u.ac.jp/>  
Email: [saiyo-eibunka@seisen-u.ac.jp](mailto:saiyo-eibunka@seisen-u.ac.jp)

9. ANNOUNCEMENT OF DECISION

Short-listed candidates will be contacted by the end of June, 2008.