

July 22, 2015

Job Announcement
Full-Time Instructor
Seikei Institute for International Studies
(For University International Exchange & Study Abroad Programs)

- Job title: Full-time instructor at Seikei Institute for International Studies (also employed as university faculty); a few openings (open to all nationalities)
- Recruiting period: Wednesday, July 22, 2015 to Friday, September 4, 2015 (Application materials must arrive by the deadline)
- Hiring date: April 1, 2016
- Job description: A successful candidate will be required to help implement and manage educational and research programs related to English teaching, international exchange, and study at Seikei Gakuen (mainly Seikei University) in order to foster students' global competence.
- Work position: A successful candidate will be required to teach a standard number of classes (6 classes of university courses per week and 2 tutoring classes) and perform other duties assigned by the Institute director, up to 40 hours per week. The candidate will be expected to be on campus 4 full days per week to engage in the duties below:
1. Teach courses for English and intercultural communication
 2. Give advice on studying abroad to Seikei University students
 3. Select study abroad candidates for both inbound and outbound students
 4. Coordinate with exchange partner institutions (may involve taking trips overseas)
 5. Gather information on new exchange partner institutions
 6. Engage in other tasks related to international exchange and study abroad for Seikei University students
 7. Perform duties assigned by the Institute Director
- Subjects to teach: Courses in the Seikei Liberal Arts Curriculum (English and other related subjects)
<http://www.seikei.ac.jp/university/culture/>
Seikei International courses and other related courses
<http://siis.seikei.ac.jp/ics/>
- Research field: Intercultural communication, international exchange, study abroad research, and other related fields

- Salary and benefits: ¥300,000 or ¥350,000/month (tax included) based on experience, with summer bonus (equal to one month salary) and winter bonus (equal to one and a half months of salary). A research fund, transportation expenses, and shared office space will also be provided. There is also a joint research project budget.
*National and local taxes as well as premiums for social insurance will be deducted from the above (as of April 1, 2015).
- Term of office: Full-time (fixed-term employment)
- ① The contract period shall in principle be up to one year until the end of March.
 - ② Subject to review, the contract may be renewed each year from April 1st of the first year of engagement, for a maximum of five years in principle.
- Qualifications: Degree holders of Master's level or higher preferred. Native English speakers or those who have the equivalent English abilities.
- Application materials: Application must include the following materials in either English or Japanese (*It is not necessary to submit both):

1. CV and English teaching history/employment history

- ① For a CV in Japanese, please use the designated format, which can be downloaded from the following URL:
<http://www.seikei.ac.jp/gakuen/recruit/teacher/university.html>
(Please include a photo and an email address. Recommendation letters are not required; however, you may include the contact details of up to two referees in the "Special Notes" section. Please do not use a font size smaller than 10 points. The CV should be limited to two A4 pages.)
- ② For a CV in English, there is no specific format. Please refer to the Japanese format above for what information to include.

2. Copies of all degree certificates and academic transcripts.

If you have a graduate degree, please include copies of your undergraduate degree certificate and transcript as well.

3. Outline your aspirations regarding teaching and research at Seikei University, your desire to be involved in the management of the student exchange program, and others. No specific format; approximately one A4 page.

4. Copies and abstracts of up to three main research papers or publications.

No specific format; approximately one A4 page.

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- Contact address: Please send application documents to the following address by registered mail:
Seikei Institute for International Studies, Seikei University,
3-3-1 Kichijoji-kitamachi, Musashino-shi, Tokyo 180-8633
Print (in red ink) “Contains application documents for the SIIS full-time instructor position (International Exchange)” on the envelope. Although your application documents will not be returned to you, the application information will be appropriately managed by the Institute.
- Selection: After the initial screening of the application materials, short-listed candidates will be invited for an interview. Applicants may be required to give a presentation (which may include a demo-lesson). No transportation expenses for an interview will be provided.
- Schedule:
1. Preliminary screening (application documents only)
Results will be communicated by mid-October.
 2. Second screening (interviews)
Expected to be held on Saturday, October 17. (May be subject to change.)
As a rule, applicants who cannot make it to the interview will not be considered.
 3. Third screening (interview)
Expected to be held between Monday, October 19 and Monday, October 26. Successful applicants from the second screening will be contacted individually.
 4. Final selection confirmation expected by mid-November.
- Note 1: This position cannot be held concurrently with the separate full-time instructor (English) position currently being advertised.
- Note 2: Seikei University may recruit for a part-time English instructor from November to March once this full-time position has been filled. Applicants hoping to apply for that position also should indicate their interest in the appropriate space on their resume (please see the Japanese CV format). If they do, they will be given priority over the general public after November.
- Note 3: For further information concerning the application and position, e-mail siis-personnel@jim.seikei.ac.jp or fax 0422-37-3865 (+81-422-37-3865 from overseas). Please include “Regarding SIIS full-time instructor position (International Exchange)” in the subject line. Enquiries by phone will not be accepted.
- *Please note that the university will be closed on certain dates in August; therefore, it may take some time for us to reply.