

Job Opening

It is my great pleasure to announce a Job Opening for the following faculty position at Otaru University of Commerce.

Tateo Wada

President, Otaru University of Commerce

1. Position: Assistant Professor, Jokyo (International Partnership Education Coordinator)
2. Term: Two years from April 1, 2016. Renewable once upon the midterm review of the project.
3. Faculty: Center for Glocal Strategy and Promotion
4. Duties: (1) To assist Short Term Study Abroad Coordinator (Professor) and develop bridge programs with partnership universities around the world.
(2) To study various Gap Year Programs both in Japan and abroad and construct a suitable Gap Year Study Abroad Program for Otaru University of Commerce.
(3) To study various English Language Study Programs abroad and practice effective English Education (teach English to first and second year undergraduate students without affecting the duties mentioned above)
5. Qualifications: In principle applicants are expected to fulfill the conditions below,
 - (1) A Master's Degree in either TESOL or International Education
 - (2) Some teaching experience of English or International Education at a university level
 - (3) A Ph.D. or equivalent academic achievement in the field of TESOL or International Education
 - (4) Capacities to carry out various duties in both Japanese and English
6. Expected Appointment Date: April 1, 2016
7. Application Deadline: January 15, 2016, 17:00
8. Necessary Documents:
 - (1) Curriculum Vitae with a recent photo (Please use the form provided by OUC)
 - (2) List of Academic Achievements in both research and education (Please use the form provided by OUC)
 - (3) Details of professional experiences (Please use the form by OUC)
 - (4) Transcript of Master Program and certificate of completion. Those who are in the thesis writing stage of a Ph.D. program should submit a copy of prospectus

(20~50 pages) and those who have already finished a Ph.D. program should submit a copy of dissertation.

(5) Applicants may obtain necessary forms for (1), (2), and (3) from our website (<http://www.otaru-uc.ac.jp/info/koubo/post-13.html/>).

In the process of evaluation, an applicant may be requested to submit references.

(6) Evidence of English proficiency: TOEIC 900 or equivalent

9. Selection Procedure: Upon paper review, final candidates may be called for onsite interview

10. Address for Submission: President Tateo Wada

Otaru University of Commerce

047-8501 3-5-21 Midori, Otaru,

Write in red on the front of the envelop “Application Forms and Documents for Assistant Professor at Center for Glocal Strategy and Promotion

11. Miscellanea: • OUC honors the Act of Equal Opportunities for Man and Woman and has introduced a working system to support child care for employees.

• Information on Job Opening is also available on the OUC Website

(<http://www.otaru-uc.ac.jp/info/koubo/post-13.html/>)

• Submitted documents will not be returned in principle and will be done only upon a written request. Those who wish the return of documents should write a letter indicating so with an envelope with postage and the label with address used for the return purpose.

• All documents containing personal information such as Curriculum Vitae and so on shall be destroyed immediately, on completion of the review process.

• OUC has been introducing an annual salary scheme and a successful applicant can apply for the scheme upon appointment.

Contact to: Personal Management Unit of General Affair Section

Administration Office

Otaru University of Commerce

TEL 0134-27-5208

FAX 0134-27-5213