

学長
学部長 殿
研究科長

広島女学院大学
共通教育部門長 山下京子
(公印省略)

教員の公募について

拝啓 時下ますますご清祥のこととお慶び申し上げます。

さて、このたび本学では、下記の要領で教員を公募することになりました。つきましては、貴学ならびに関係機関にご周知のうえ、適任者がございましたら是非ともご応募下さるようお取り計らいのほどお願い申し上げます。

敬具

記

1. Research field TESOL, TEFL, TESL, applied linguistics or language-teaching related area
2. Classes Basic English (kiso-eigo), required subject for 1st- and 2nd-year students
3. Position Assistant professor (Jokyo) (Full-time [Nontenured] 2-year contract with the possibility of two further yearly extensions--a maximum of four years in total. This position can be renewed for two further yearly extensions after the first two-year term has expired. Renewal is based on an appraisal of teaching and research achievements at the end of the 2nd and 3rd years.)
4. No. of positions 1 position (native English speaker)
5. Qualifications
 - (1) Master's degree in a relevant research field (see above).
 - (2) Experience of teaching at university level is preferred.
 - (3) A working command of the Japanese language is preferred.
 - (4) Understanding of our founding spirit based on Christianity.
 - (5) Ten 90-minute lessons per week.
 - (6) Student support in curricular and extracurricular activities.
 - (7) Obligations to support the school administration.
 - (8) Must live in Hiroshima city after taking up the post.
6. Starting date 2017/4/1
7. Application deadline Materials must arrive by 17:00 JST on 2017/1/17
8. Application materials
 - (1) Curriculum Vitae with a color photo attached.
 - (2) Copy of certificate of the highest degree earned.
 - (3) Copy of certificate of Japanese language ability if available.
 - (4) List of educational and research achievements.
 - (5) Copy or offprint of 3 major research works if available.
 - (6) Short essay about your educational philosophy (one page of A4-size paper).
9. Selection process
 - (1) 1st screening: Document evaluation
 - (2) 2nd screening: Teaching demonstration and interview (applicants will be contacted directly)
 - (3) 3rd screening: Interview with president and chief director (applicants will be contacted directly)

*Overseas residents may be interviewed by the Skype. On taking up the post, a medical report must be submitted.
10. Salary Based on the Pay Regulations and the Fixed-term Employment Regulations of Hiroshima Jogakuin
11. Submission address

Hiroshima Jogakuin University
Shomuka
4-13-1 Ushita-higashi, Higashi-ku
Hiroshima 732-0063
Japan

Write 'Application form for Teaching Position: Basic English' on the envelope in red. Send the application documents by registered mail. Online application is not accepted.
12. Results Results will be informed to the applicant as soon as the screening process is over. Any questions or inquiry about this recruitment can be accepted only through email.
13. Contact (email only) Prof. Kyoko Yamashita, Director, Common Learning Center (shomu@gaines.hju.ac.jp)
14. Other information If you wish to have your application materials returned, please enclose a self-addressed envelope with stamps to cover the return shipment. Otherwise submitted materials will be shredded by us.