

学長
学部長 殿
研究科長

広島女学院大学
国際教養学部長 波多野五三
(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 Global Studies, International Relations, Area Studies, Cultural Studies, or related field
2. Classes Introduction to Global Studies, Global Village Field Experience, Developing Global Thinking, Global Citizenship, Career Study Program, Basic Seminar(1st-year), Pre-Seminar(3rd-year), Seminar(4th-year thesis supervision), etc.
3. Position Associate Professor, or Lecturer (tenured positions)
4. No. of positions 1 position
5. Qualifications
 - (1) Doctoral degree (preferred) or Master's degree in a relevant research field (see above).
 - (2) A native English speaker or a person with equivalent English ability.
 - (3) Experience of teaching at the university level is preferred.
 - (4) Ability to supervise the graduation theses of undergraduate students.
 - (5) A working command of the Japanese language is preferred but not required.
6. Obligations
 - (1) Support in the school administration.
 - (2) Student support in curricular and extracurricular activities.
 - (3) Plan and take charge of a summer Global Village Fieldwork program (South-east Asia).
 - (4) Understanding of our founding spirit based on Christianity.
 - (5) Must live in Hiroshima city after taking up the post.
7. Starting date April 1st 2018
8. Application deadline Application materials must arrive by post no later than 17:00 JST on November 6th 2017.
9. Application materials
 - (1) Curriculum Vitae with a color photo attached and date and year of birth written in.
 - (2) Copy of certificate or diploma of the highest degree earned.
 - (3) List of educational and research achievements.
 - (4) Copy or offprint of 3 major research works.
 - (5) Copy of certificate of Japanese language ability if available.
 - (6) Short essay about your educational philosophy (one page of A4-size paper).
 - (7) Choose one class from those listed above and create a relevant syllabus (one page of A4-size paper). The syllabus should include the objective, content, teaching and evaluation methods for a 15-week course.
10. 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. Domestic traveling expenses will be reimbursed.)

*Overseas residents may be interviewed by Skype or other IT devices. On taking up the post, a medical report must be submitted.

11. Salary Based on the Pay Regulations of Hiroshima Jogakuin. Housing, commuting and dependency allowances are provided monthly. A yearly research fund is also available.
12. Submission address Hiroshima Jogakuin University
Shomuka
4-13-1 Ushita-higashi, Higashi-ku
Hiroshima 732-0063
Japan
Write 'Application form for Faculty Position: Global Studies in English' on the envelope in red. Send the application documents by registered mail. Online application with attachment is not accepted.
13. 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.
14. Contact (email only) Prof. John Herbert, Faculty of Liberal Arts (herbert@gaines.hju.ac.jp)
15. 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.