

Announcement for Job Opening  
Prefectural University of Hiroshima (PUH)  
Comprehensive Education Center / Faculty of Life and Environmental Sciences  
(Shobara Campus)

1. Rank and Title:

Full-time associate professor or lecturer

Number of positions: 1

2. Area of Specialization:

Teaching English as a Foreign Language, or related field

3. Job Content and Duties:

(1) Classes:

English Expression (I, II, III, IV), Overseas Study (I, II), etc.

\* Classes and campus may change along with future curriculum  
developments

(2) Duties as a member of the Comprehensive Education Center can include:

Foreign language education organization and other committee work;  
International Center support duties, including support for students  
embarking on overseas study; Entrance examination preparations; Public  
relations duties, such as participation in Open Campus Days; Proof  
reading of English documents

(3) Local community liaison work (e.g. giving open lectures)

4. Qualifications:

The applicants should fulfill the following requirements:

(1) Master's degree and academic publications (or equivalent qualifications and  
experience in teaching English as a foreign language)

(2) Teaching experience at university level

(3) Native speaker proficiency in English, with sufficient Japanese proficiency  
(including reading and writing ability) to carry out basic university  
administrative duties

(4) Teaching experience using ICT (e.g. CALL)

- (5) Willingness to engage in international exchange programs including helping overseas students
- (6) Ability to support academic presentations and submissions in English
- (7) Eagerness to fulfill responsibilities as a faculty member, including education, research, and administrative duties
- (8) Willingness to live up to expectations of local communities
- (9) Must not fall under any of the conditions for disqualification laid out in Article 9 of the School Education Law

5 . Deadline for Applications:

Applications must reach us by 17:00 p.m. on November 30, 2017.

6. Starting Date:

April 1, 2018

7. Application Materials

- (1) Curriculum vitae (downloadable form No.1)
  - (2) A list of publications and educational achievements  
(downloadable form No.2)
  - (3) Copies of three major academic publications (photocopies are acceptable)  
\* Indicate each of these on the above list (form No.2) of publications with a circle
  - (4) An essay summarizing applicant's academic achievements (one A4 page)
  - (5) An essay stating how the applicant can contribute to education and research at PUH (one A4 page)
  - (6) A list of research grants from the year 2000 to the present in chronological order (downloadable form No.3)  
\* State clearly if you were/are the principal researcher or the co-researcher
  - (7) A separate sheet listing the contact information for the applicant (address, phone number, fax number, e-mail address)
- ◎ Directions, important points, and examples of how to complete forms No.1 and No.2 (mentioned above) can also be found on the same website page as these forms. Documents for (1), (2), (4), and (5) above can be written in English; but in this case, their summaries in Japanese should be attached.

© Further materials might be required if necessary

© Forms can be downloaded from <http://www.pu-hiroshima.ac.jp/>

<http://www.pu-hiroshima.ac.jp/site/recruit/20171130-eigokyouikugaku-bosyu.html>

#### 8. Selection Process:

- Initial selection will be conducted by screening submitted documents, and successful candidates will be invited for an interview.
- Interviewees will be informed of the interview details (day, place, etc.) later.
- Interviewees will be asked to give a mock lesson as part of the interview process. There will be a second round of interviews if necessary.
- No transportation fee will be provided.

#### 9. Contact and Application Submission Address:

General Affairs Division, Hiroshima Campus,

Prefectural University of Hiroshima

1-1-71 Ujina Higashi, Minami-ku, Hiroshima City, Hiroshima

734-8558 JAPAN

E-mail: [honbusoumu@pu-hiroshima.ac.jp](mailto:honbusoumu@pu-hiroshima.ac.jp)

\* Application materials must be sent by registered mail, and clearly marked in red "Application Materials Enclosed (Comprehensive Education Center, Full-time TEFL position)."

\* For further inquiries, e-mail is preferred.

#### 10. Work Location:

Shobara Campus (5562 Nanatsuka, Shobara City)

\* Successful applicants might be required to teach some classes in other campuses, Hiroshima and Mihara.

#### 11. Other:

(1) Application materials will not be returned.

(2) The personal information on your application materials will be used exclusively for the screening purposes only.