

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

- Job title:** Full-time Instructor at the Seikei Institute for International Studies (also employed as University faculty); several openings (open to all nationalities)
- Recruiting period:** Application materials must arrive by Friday, September 2, 2016
- Hiring date:** April 1, 2017
- Job description:** Successful candidates 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:** Successful candidates will be required to teach a standard number of classes (6 University classes per week and 2 tutorial classes) and perform other duties as 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 in English and intercultural communication
  2. Give advice on studying abroad to Seikei University students
  3. Select study abroad students from both inbound and outbound candidates
  4. Coordinate with exchange partner institutions (this 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 other duties as assigned by the Institute Director
- Research field(s):** English education (TESOL), intercultural communication, international exchange, study abroad research, or other related fields
- Salary and benefits:** ¥300,000 or ¥350,000/month (tax included) based on experience, with a summer bonus (equal to one month's salary) and a 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.
- Term of office:** Full-time (fixed-term employment)

**Qualifications:** Degree holders of Master's level or higher preferred. Applicants should be native English speakers or have equivalent English abilities. Preference will be given to candidates who have teaching experience at university level or equivalent.

**\*Please see the following link for more details.**

**<http://www.seikei.ac.jp/gakuen/recruit/teacher/university.html>**