

## Announcement for a Specially Appointed Lecturer position at Muroran Institute of Technology

We are currently offering a Specially Appointed Lecturer position at Muroran Institute of Technology as detailed below.

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1. Number of positions available: Specially Appointed Lecturer 1 【Full-time (Nontenured) 】
2. Section: College of Liberal Arts / Linguistic Science and International Relations Research Unit
3. Specialty: English as a foreign language (EFL) education
4. Subjects to be taught:
  - Undergraduate School: Freshman English, English Communication I, General English, English Communication II (There is a possibility that the successful candidate may be asked to teach night-time classes.)
  - Postgraduate School: Basic English Presentation
5. Requirements:
  - (1) Candidates must have a bachelor's degree, preferably in a field related to education.
  - (2) Candidates must be willing to take an active role in the educational management of both the undergraduate and postgraduate schools.
  - (3) Any nationality is acceptable. However, candidates need to be able to teach undergraduate and postgraduate classes in English.
  - (4) Candidates must be a native English speaker or have English language proficiency equivalent to an educated native English speaker.
  - (5) Candidates must have minimum of two years English teaching experience at a university, college, senior high school, or junior high school in Japan.
  - (6) Candidates must have sufficient Japanese language proficiency in order to undertake administrative tasks related to their educational activities.
6. Starting date: the earliest possible time on or after November 1, 2021
7. Salary: Annual Salary System (the salary amount will be determined after taking into account the successful applicant's education, academic qualifications, academic experience, etc.)
8. Contract period: Five-year fixed-term contract (non-renewable).
9. Documents to be submitted:
  - (1) 'Resume' (form 1, form 2), which can be downloaded from our website:  
[http://www.muroran-it.ac.jp/guidance/recruitment\\_fm/ja\\_fm.html](http://www.muroran-it.ac.jp/guidance/recruitment_fm/ja_fm.html) (Japanese) or

[https://muroran-it.ac.jp/uploads/sites/2/2021/01/kyouinkojinchousyo\\_en\\_format.doc](https://muroran-it.ac.jp/uploads/sites/2/2021/01/kyouinkojinchousyo_en_format.doc) (English).

(An example of how to complete the form in English is available from

[https://muroran-it.ac.jp/uploads/sites/2/2021/01/kyouinkojintyousyokisairei\\_en\\_example.pdf](https://muroran-it.ac.jp/uploads/sites/2/2021/01/kyouinkojintyousyokisairei_en_example.pdf).)

(2) Please complete the sections below. Please refer to the sample forms 'Personal Information form' (form 1), and 'Education and Research Activities' (form 2) on the website for guidance on how to complete them. Please write dates as per the western calendar. (All submission materials, including forms 1 and 2, should not total more than six A4 pages).

(1) Personal history (academic background, work experience, academic credentials, academic and public activities, rewards and recognitions).

(2) Educational achievements (Courses taught, examples of teaching methods, original textbooks and teaching materials).

(3) (If relevant) Research achievements (Books/monographs, journal articles (peer-reviewed), international conference proceedings, reviews, patents, etc.).

(4) (If relevant) Research grants received - please detail any competitive research grants such as Grants-in-Aid for Scientific Research (*KAKENHI*), you have received (please clarify whether you were the Principal Investigator or Co-Investigator (kenkyu-buntansha)).

(5) (If relevant) Other professional experience, such as university administration, public work, collaborative research, etc.

(6) Specialized knowledge and experience relating to your field of study. (Please specify your Japanese language skill. If you have a diploma related to English education, please specify).

(3) (If relevant) Separate copies of three key papers (photocopies acceptable) along with a summary of each (approximately 200 words for each paper).

(4) (If relevant) Past research activities (approximately 500 words).

(5) Your ambitions for future education (approximately 250 words).

(6) The names and contact information of two referees.

(7) Your contact information (address, telephone number and email address).

(8) An I.D. photograph (approximately 45mm x 35mm).

\* Please also submit electronic copies of the completed forms (1 and 2) on either CD-R disk or a USB Flash Drive with your application package. We won't accept any documents other than those specified above.

10. Deadline of application: All application materials must be received by June 17, 2021.

11. Selection method:

(1) First screening (of application documents).

(2) Second screening (interview: topics will include applicant's ambitions for education, and teaching a sample lesson, etc.). The provisional interview date is in early July, 2021. The applicant is responsible for their own transportation costs to the interview. Depending on the Coronavirus situation, the interview for the second screening may be conducted online (using Zoom).

In such a case, the chosen candidates will, in addition to the online interview, also have to subsequently attend an in-person interview at the university.

12. Please send all relevant documents to:

Chairperson of the Faculty Recruitment Screening Committee  
Muroran Institute of Technology  
27-1 Mizumoto-cho, Muroran, Hokkaido, 050-8585  
Japan

Please write on the envelope in red 'College of Liberal Arts (Linguistic Science and International Relations Research Unit) <Specially Appointed Lecturer>' and 'Application documents inside'. Please send by registered mail. Fax and e-mail applications will not be accepted.

Submitted application documents will not be returned.

13. Contact information:

Professor Toru Shionoya  
College of Liberal Arts (Linguistic Science and International Relations Research Unit),  
Graduate School, Muroran Institute of Technology  
Email: shionoya@mmm.muroran-it.ac.jp

Please note: all inquiries should be made via email (see contact address above). Telephone inquiries will not be accepted.

Notes:

- \* For further information about Muroran Institute of Technology, educational programs, research fields, etc., please access our website at : <http://www.muroran-it.ac.jp> (Japanese) or <http://www.muroran-it.ac.jp/en/> (English)
- \* Muroran Institute of Technology is an equal opportunities employer.