

**[This is an unofficial English summary prepared from the official Japanese announcement. Please refer to the official Japanese version for clarifications.]**

**From Tetsuya YAMADA, Director of the Foreign Language Education Center at Nanzan University**

Foreign Language Education Center - English Education Division (FLEC-EED) at Nanzan University is seeking one full-time Senior Language Instructor (S.L.I.).

**Job Type and Number of Positions:** One full-time Senior Language Instructor (S.L.I.)

**Job Description:**

1. Teach a minimum of eight 100-minute classes per week.
2. Assist FLEC-EED in a variety of ways including coordination work, curriculum and material development, and managing full-time language instructors and part-time instructors working for FLEC-EED.
3. Attend internal meetings and Faculty Development (FD) sessions related to FLEC-EED.
4. Participate in work related to the entrance examination administration, including making, supervising, and scoring the test, etc.
5. Fulfill other duties related to the operation of FLEC-EED.

**Position:**

Research field: English education

Full-time Associate Professor/Lecturer (tenure-track)

**Conditions:**

1. Subject to Nanzan University regulations. Details to be explained on request.
2. Health insurance and other benefits are provided. Automatic enrollment with, if applicable, accompanying family members in the Promotion and Mutual Aid Corporation for Private Schools of Japan.

**Location:** Nanzan University, 18 Yamazato-cho, Showa-ku, Nagoya, Aichi 466-8673, JAPAN

**Qualifications:**

1. The applicant should be a native or near-native English speaker of any nationality. Applicants should have Japanese language ability sufficient to participate in daily administrative duties.
2. The applicant must have a Master's or Doctoral degree in English education or a similar internationally recognized qualification.
3. The applicant should have at least one year of experience in coordinating English language teaching programs at the university level in Japan.
4. If employed, the applicant should live in or near Nagoya City.

**Starting date:** April 1, 2024

**Application materials:** Please send the following materials to the address below.

1. Curriculum vitae with a photo, contact information (phone number and e-mail address), education background, employment history, academic association memberships, and degrees conferred.
2. Professional achievements (e.g., contributions to professional associations, materials development, presentations, etc.), and a list of research publications.
3. Abstract of each publication listed in (2) above.
4. Three recent major publications. (Off-prints or copies are acceptable. In the list of publications, please indicate these with a circle.)
5. A 450-word essay written in English on the applicant's approach to coordinating English language programs and their leadership philosophy.
6. Proof of the highest degree achieved. (Copy of a diploma is acceptable.)
7. Two letters of reference (sealed and which specify the relationship between the applicant and those who provide references).

**Deadline for applications:** Application documents must reach the university by 5 pm on May 15, 2023.

**Please send applications by registered mail to:**

Foreign Language Education Center - English Education Division  
Senior Language Instructor Position Application  
Nanzan University  
18 Yamazato-cho, Showa-ku, Nagoya, Aichi 466-8673, JAPAN

All the application documents must be in an envelope with “Application Documents for a Senior Language Instructor Enclosed” written in red letters beside the address. Applications cannot be submitted in person.

**Selection process:** After document screening, selected candidates will be invited for an interview and asked to demonstrate a trial lesson on their approach to teaching English.

- Travel expenses will be borne by the applicant.
- Among selected candidates, those applicants who apply from overseas may be interviewed via online video.

**Contact:**

Foreign Language Education Center - English Education Division  
Senior Language Instructor Position Application  
Nanzan University  
E-mail: flece-admin@nanzan-u.ac.jp  
(Inquiries by phone are not accepted.)

**Note:**

1. Please note that submitted documents such as off-prints and copies will not be returned. For books, if you prefer them to be returned, please enclose a return envelope with stamps to cover the postage.
2. At the final stage of the hiring process, candidates may be asked to submit copies or off-prints of all their listed publications.
3. Additional documents may also need to be submitted upon request.
4. All the personal information provided on the application will be handled with the utmost care in accordance with Nanzan University’s privacy regulations. The information will not be used for any purpose other than screening candidates for the position.