

Job Information (Okayama University)

1. **Number of positions: 1**
2. **Position:** Term-limited Contract Instructor (Specially appointed)
3. **Department:** Institute for Promotion of Education & Campus Life (IPEC), Center for Language Education, English Section
4. **Duties will include:**
 - (1) Teaching general education English classes (30 koma per year [1 koma = 50 minutes x 16 times, including exam week]). ※ One academic year consists of four terms with 50-minute periods (excluding night classes).
 - (2) Advising students in the L-café, a social learning space.
 - (3) Participating in professional development programs and materials development for general English education.
 - (4) Other duties, if requested by the Institute Director.
5. **Qualifications:**
 - (1) At least a master's degree in English Education (such as TEFL/TESL), Applied Linguistics, Second Language Acquisition, English Linguistics, or a related field.
 - (2) At least two years of teaching experience at university, junior college, or vocational school level.
 - (3) The ability to teach classes in English.
 - (4) For non-Japanese applicants, sufficient Japanese ability to carry out required administrative duties is preferable.
 - (5) It is highly recommended that the candidate live in Okayama city or in the surrounding area if hired.
6. **Starting date: October 1, 2023**
7. **Term of employment: From October 1, 2023 to March 31, 2024** (renewal up to 5 years based on annual employment review)
8. **Employment details (in accordance with the Employment Regulations of Okayama University):** Annual salary is in accordance with the salary regulations of the National University Corporation Okayama University.
【For reference】 Okayama University Official Website Rules and Regulations (Japanese only)
<http://www.okayama-u.ac.jp/tp/profile/kisoku.html>
9. **Application materials:**
 - (1) Curriculum vitae (Use form 1) *
 - (2) List of teaching experience (Use form 2) *
 - (3) List of academic publications: Mark up to three self-selected publications with an asterisk. (Use form 3-1) *
 - (4) A brief overview of the above academic achievements (In Japanese, about 400 characters; in English about 300 words) (Use form 3-2)*
 - (5) Copies of up to three self-selected publications (Photocopies acceptable)
 - (6) A one-page essay on the future of university English education and your contribution to English education at Okayama University [In Japanese, about 1,000 characters or in English, about 500 words] (Use form 4) *
 - (7) List of contact information for three references who may be contacted later, along with their affiliation and contact information. Include a letter of recommendation from one of these references. (Use form 5) *
 - (8) Fill out the Excel file with requested information. (Use appended form 6) *
 - (9) One certificate of graduation or completion of the last course of study (a copy of the diploma or degree is acceptable)

**The forms can be downloaded from*
<http://www.okayama-u.ac.jp/tp/society/boshyu-kyoiku.html> or from the JREC-IN portal:
<http://jrecin.jst.go.jp>
10. **Application deadline:** Applications must be received no later than May 19, 2023.
11. **Interview:**

Applicants will be screened on the basis of their written application. They will be interviewed and asked to give a mock lesson in the final selection process. Travel expenses will be paid by applicants. Please note that the interview may be conducted online depending on the circumstances.
12. **Send application materials in two ways:**
 - a. **By postal mail:**

Send application materials (1)-(9) [forms 1-6] by **registered mail** to:
Director, Center for Language Education, Institute for Promotion of Education & Campus Life,
Okayama University
1-1, Tsushima-Naka 2-chome, Kita-ku, Okayama 700-8530, Japan
NOTE: Write in red on the envelope "Application for Contract Instructor at Center for Language Education, IPEC enclosed." Please note that application documents will not be returned.
 - b. **By email:**

Convert documents (1) to (7) [excluding books and letters of recommendation] to PDF format and send as an attachment to the address below. In addition, document (8) should be sent as an attachment in Excel file format to the address below. Please password protect all documents before sending. Send the password in a separate email.

Send email with attachments to:

Professor Masaru Ogino, English section head, Institute for Promotion of Education & Campus Life, Center for Language Education, Okayama University

E-mail : pvla2erj☆s.okayama-u.ac.jp (replace ☆ with an @ mark)

NOTE: Write in subject line: IPEC Contract Instructor Job Applicant

※ Inquiries will be taken by email only.

13. **Notes:**

- 1) Depending on the progress of the selection process, we may ask you to submit additional documents.
- 2) If no suitable candidate is found, the position may be re-posted.
- 3) Okayama University promotes gender equality and supports female faculty members. We welcome applications from women.
- 4) To protect personal information, the submitted documents will not be used for any purpose other than those related to this selection process.