

## Job Announcement

### Seikei Institute for International Studies

#### Full-Time Instructor (For University International Exchange & Study Abroad Programs)

Hiring Organization	Employer	School Juridical Person Seikei Gakuen
	Representative	KOBAYASHI Ken, Chief Executive Director
	Industry	Education and Research
	URL	<a href="https://www.seikei.ac.jp/gakuen/">https://www.seikei.ac.jp/gakuen/</a>
Work Location	Institution	Seikei Gakuen (Seikei University)
	Department	Seikei Institute for International Studies
	Address	3-3-1 Kichijoji-kitamachi, Musashino-shi, Tokyo 180-8633
	Access	JR Chuo Line, Sobu Line or Keio Inokashira Line, Kichijoji Station
	URL	<a href="https://www.seikei.ac.jp/university/">https://www.seikei.ac.jp/university/</a>
Working Conditions	Working hours	Time necessary for the fulfillment of duties not to exceed 40 hours per week.
	Holidays	Sundays, National Holidays, New Year's Holidays, Other days to be determined by Seikei Gakuen
	Smoking policy	No smoking on campus (except in designated smoking areas)
Employment Conditions	Hiring date	April 1, 2022
	Term of office	The contract period shall in principle be up to one year until the end of March. (Subject to review, the contract may be renewed each year for a maximum of five years in total.)
	Probation period	None

	Job description	<p>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, and in assisting with the administrative duties at the Institute.</p> <p>Successful candidates will be required to teach a standard number of classes (8 university classes per week) and perform other duties as assigned by the Institute Director. The candidate will be expected to be on campus 4 full days per week to engage in the duties below.</p> <ol style="list-style-type: none"> <li>1. Teach courses in English and intercultural communication</li> <li>2. Give advice on studying abroad to Seikei University students</li> <li>3. Select study abroad students from both inbound and outbound candidates</li> <li>4. Coordinate with exchange partner institutions (this may involve taking trips overseas)</li> <li>5. Gather information on new exchange partner institutions</li> <li>6. Engage in other tasks related to international exchange and study abroad for Seikei University students</li> </ol>		
	Research field	English education (TESOL), intercultural communication, international exchange, study abroad research, or other related fields		
	Subjects to teach	<p>Courses in the Seikei Liberal Arts Curriculum (English and other related subjects.)</p> <p><a href="https://www.seikei.ac.jp/university/education/culture.html">https://www.seikei.ac.jp/university/education/culture.html</a></p> <p>Education for Academic and Global Learners in English (EAGLE)</p> <p><a href="https://www.seikei.ac.jp/university/eagle/landing/#content03">https://www.seikei.ac.jp/university/eagle/landing/#content03</a></p>		
	Qualifications	Degree holders of Master's level or higher preferred. Applicants should be native English speakers or have equivalent English ability. Preference will be given to candidates who have teaching experience at university level or equivalent.		
	Job type	Associate Lecturer (Full-time)	No. of openings	Several openings

Compensation	Financial compensation	<p>(1) Salary: ¥300,000 or ¥350,000 or ¥400,000 per month based on experience,</p> <p>(2) Transportation expenses: Those commuting over 2km each way will be paid the equivalent cost of a six month commuter pass in April and October (for a total of ¥300,000 each).</p> <p>(3) Allowances: Additional allowances paid for classes taught in excess of the standard number of classes</p> <p>(4) Payday: 20<sup>th</sup> of every month</p> <p>(5) Method of payment: Bank transfer</p> <p>(6) Tax deduction: Income tax, Resident tax, Social insurance premium</p> <p>(7) Yearly raise: None</p> <p>(8) Bonus: To be paid in accordance with the finances of the institution and individual work performance</p> <p>(9) Severance Pay: None</p>
	Research support	<p>Annual individual research budget</p> <p>Shared office space</p> <p>Joint research project budget</p>
	Social insurance etc.	<p>Social insurance:</p> <p>The Mitsubishi Health Insurance Society (health insurance)</p> <p>Promotion and Mutual Aid Corporation for Private Schools of Japan (pension)</p> <p>Employment insurance</p> <p>Industrial accident insurance</p>
	Additional benefits	<p>Welfare services provided by The Mitsubishi Health Insurance Society and Promotion and Mutual Aid Corporation for Private Schools of Japan</p>

Application Process	Application materials	<p>The application must include the following materials in either English or Japanese (it is not necessary to submit them in both languages). All documents should be in either Word, Excel or PDF format, and should be sent by email as attachments:</p> <ol style="list-style-type: none"> <li>1. CV and English teaching history/employment history For the CV, please use the designated format, which can be downloaded from the following URL: <a href="https://www.seikei.ac.jp/gakuen/target/recruit/university.html">https://www.seikei.ac.jp/gakuen/target/recruit/university.html</a> (Please include a photo and an email address. Recommendation letters are not required; however, you may include the contact details of up to two referees in the “Special Notes” section. Please do not use a font size smaller than 10 point.)</li> <li>2. Copies of all degree certificates and academic transcripts</li> <li>3. An outline of your aspirations regarding teaching and research at Seikei University (No specific format; approximately one A4 page)</li> <li>4. A list of publications (No specific format)</li> <li>5. Copies and abstracts of up to three main research papers or publications (PDF) (No specific format; approximately one A4 page)</li> <li>6. An outline of your aspirations regarding your desire to be involved in the management of the student exchange programs (No specific format; approximately one A4 page)</li> </ol> <p>*Applicants may be disqualified if the submitted documents are incomplete. *Although your application documents will not be returned to you, the application information will be appropriately managed by the Institute.</p>
	Application deadline	Monday, September 6, 2021 (Application materials must arrive by the deadline)
	Notice for submitting documents	<p>All materials should be sent as attachments to the designated email address for application submission given below. If documents exceed 5MB in total, please send them in separate emails, each not exceeding 5MB in size. Upon submission, you should receive an automated response as confirmation. If you do not receive a confirmation email, please write to the inquiry email address given in the contact information below.</p> <p>Subject heading: Full Time Instructor (IE) Recruitment: [name] Example: Full Time Instructor (IE) Recruitment: Seikei Taro Application submission address: <a href="mailto:siis-recruit@jc.seikei.ac.jp">siis-recruit@jc.seikei.ac.jp</a></p>
	Contact Information	e-mail <a href="mailto:siis-personnel@jim.seikei.ac.jp">siis-personnel@jim.seikei.ac.jp</a>

	Selection and Schedule	<p>After the initial screening of the application materials, short-listed candidates will be invited for an interview. Applicants may be required to give a presentation. No transportation expenses will be provided for the interview.</p> <p>[Schedule]</p> <ol style="list-style-type: none"> <li>1. Preliminary screening (application documents only) Results will be communicated by mid-October.</li> <li>2. Second screening (interviews) <ol style="list-style-type: none"> <li>a. Mock lesson: applicants must submit a 5-minute video of a mock lesson by October 7. Details regarding the content of the lesson and the submission process will be sent to applicants who successfully pass the preliminary screening.</li> <li>b. Interview: Interviews are expected to be held on campus on Saturday, October 9. However, due to the Covid-19 situation, the location (i.e. online rather than on campus) and date may be subject to change.</li> </ol> </li> <li>3. Third screening (interview) Expected to be held between Tuesday, October 12 and Monday, October 18. Successful applicants from the second screening will be contacted individually.</li> <li>4. Final selection confirmation expected by mid-November.</li> </ol>
Notes	Note 1	If you are also applying for the position of Full-time Instructor (English), make sure to indicate your preference in the designated “desired job category” section of the application. Please note that the application materials required for the two positions differs somewhat.
	Note 2	Seikei University may recruit for part-time English instructors from November to March once this full-time position has been filled. Applicants hoping to apply for such positions also should indicate their interest in the appropriate space on their resume (please see the Japanese CV format). If they do, they will be automatically considered after November.
	Note 3	<p>For further information concerning the application and position, e-mail <a href="mailto:siis-personnel@jim.seikei.ac.jp">siis-personnel@jim.seikei.ac.jp</a>. Please include “Regarding SIIS full-time instructor position (IE)” in the subject line. Enquiries by phone will not be accepted.</p> <p>*Please note that the University will be closed on certain dates in August; therefore, it may take some time for us to reply.</p>