

JOB ANNOUNCEMENT
for
One Non-tenured English Instructor Position

1. Date of Announcement July 24th , 2024

2. Title
Job Opening for English Instructor (non-tenured)

3. Institution
University of Hyogo

4. URL
<https://www.u-hyogo.ac.jp/>

5. Department
Institute for International Relations

6. Institution type
Public University

7. Content of job information

The University of Hyogo invites one English instructor who will teach English classes, help students improve their English skills, and support/involve our activities of Institute for International Relations and faculty jobs including entrance exam related works. Successful applicants will teach English classes (up to 20 classes per year), including classes of Listening & Speaking 1, 2, Writing 1, 2, Reading & Discussion 1, 2, minor subjects, as well as English classes in summer (between-term periods), and others.

Working locations are: Himeji Campus for Engineering, 2167, Shosha, Himeji, Hyogo. There may be occasions when the instructor is asked to teach English at other campuses of the university. We do not have a dedicated private reserch office for this position.

8. Number of positions: 1

9. Starting date: October 1st , 2024

10. Job type: Lecturer (non-tenured)

11. Work Location

Kinki - Hyogo Prefecture

12. Employment Status: Part-time

- (1) Employment from October 1, 2024 to March 31, 2025, renewable after an annual performance review each year, up to 2028-2029 academic year.
- (2) Working hours: 29 hours in a week (5days).
- (3) Holidays: Saturdays, Sundays, National Holidays, New Year Holidays (From Dec. 29th to Jan. 3rd). *However, occasionally attendance may be required for classes and university events on these holidays. In such case, you will take compensatory leave. Based on the University's regulation, annual paid leaves (5 days in the first year,) and special paid leaves (summer holidays, parenting support leave, bereavement leave etc.) are granted.

13. Qualification

Applicants should

- (1) have Native/Near-native competency in English.
- (2) have at least a Master's degree in TESOL, Applied Linguistics or other related fields.
- (3) preferable have teaching experience at the university level for more than two years.
- (4) have Japanese language skills for communication with university staff.

14. Compensation

- (1) The annual salary is approx. 5,900,000 yen, based on monthly salary (approx. 400,000 yen) and two bonuses (approx. 1,090,000 yen/year, in the first year there is no bonus.) standard of a lecturer at the University of Hyogo. Deduction from the salary includes Health Insurance (Mutual Aid Association of Public School Teachers) , Labor and Social Insurance or others, which are legally stipulated.
- (2) Commutation allowance will be provided based on the university's regulation (maximum 30,000 yen per month).

15. Application period/ Application material

Application period: Must arrive by Thursday, August 29, 2024

* Note that job opening will be closed even before August 29th when the position had been filled.

Application material:

- (1) CV in a designated format (Form 1).

- (2) List of publications/ presentations, and educational achievements (Form 2).
- (3) A short essay on university English education in Japan (max. 500 words)
- (4) Contact details of a Japanese person, or a person fluent in Japanese who will recommend you to this job.
- (5) Other materials to support your qualifications

16. Application/ selection/ notification of result/ contact details

All application materials should be sent by registered mail to:

International Affairs Division,

Administrative Office of University of Hyogo

8-2-1, Gakuen-Nishimachi, Nishi-ku, Kobe, 651-2197 JAPAN

* Please indicate “Application Document for English Instructor’s position” in red on the envelope.

Selection Process:

Interview after documentary screening

The selected candidates will be invited for interviews, and asked to give a simulated teaching of English class.

Travel expenses for the interview and a simulated teaching are not compensated.

Where to make contact

All inquiries should be directed to: Ms. Yagi and Mr. Nakayama

International Affairs Division,

Administrative Office of University of Hyogo

8-2-1, Gakuen-Nishimachi, Nishi-ku, Kobe, 651-2197 JAPAN

Phone: 078-794-6618

Email: kokusai@ofc.u-hyogo.ac.jp

17. Additional information

Submitted documents will not be returned.