

Full-time Job Posting, Gakushuin Women's College

July 1, 2020

The Faculty of Intercultural Studies, Department of English Communication is seeking applicants for a full-time teaching position as follows:

1. Affiliation: Faculty of Intercultural Studies, Department of English Communication
2. Position: Professor, Associate Professor, or Lecturer (Tenured)
3. Number of positions: One
4. Educational and research fields:
Film and Media Studies; Language Learning and Technology; English Language Education; Literature in English; Intercultural Communication
5. Teaching duties:
Seminar, Special Seminar, Basic Seminar, Intensive Reading & Writing, Listening Practice, Listening Skills, Basic Listening, News Listening, etc.
6. Administrative duties:
Participation in entrance exam preparation and administration, various departmental and university-wide committees, and other duties as required.
7. Starting date: April 1, 2021
8. Conditions
 - (1) The position offered is Professor, Associate Professor, or Lecturer (full-time, tenured)
 - (2) Salary and conditions of employment are according to the regulations of the Gakushuin School Corporation
 - (3) Example monthly salaries are as follows:
 1. ¥664,400 (for a professor, aged 55 or above, with a doctorate and with at least 20 years' teaching experience)
 2. ¥526,400 (for an associate professor, aged 45 or above, with a doctorate and with at least 10 years' teaching experience)
 3. ¥418,800 (for a lecturer, aged 35 or above, with a doctorate and with at least 2 years' teaching experience)

*Note that these are examples only, and that salaries vary according to conditions.

- (4) Other allowances are provided
- (5) Insurance and pension plan are provided (through the Promotion and Mutual Aid Corporation for Private Schools of Japan (*Shigakukyosai*))
- (6) The present fixed retirement age is 70.

9. Required qualifications:

- (1) A master's degree or higher. At least three years of experience teaching at university level (including both full- and part-time positions) by commencement of employment.
- (2) English at native or near-native proficiency
- (3) A high level of competency in written and spoken Japanese for participation in committee and other administrative duties
- (4) Ability to lead study abroad programs

10. Documents required for application

- (1) Curriculum Vitae (with photo attached). Use the Gakushuin Curriculum Vitae form, which can be downloaded from the website (https://www.gwc.gakushuin.ac.jp/news/docs/gwc_resume.doc). Your current address and email contact information must be stated on the form.
- (2) List of research achievements. (It is preferable that you indicate your research achievements on the Curriculum Vitae form, but you may also use your own format.)
- (3) Major publications (including those co-authored). You may submit up to five publications (including books and articles). A short summary in Japanese (about 800 characters) should accompany each one.
- (4) A statement in Japanese (about 1200 characters) on how your field of research can be applied in teaching and research in intercultural studies.
- (5) A statement in English (700 to 1000 words) on "What contribution can you make to the Faculty of Intercultural Communication, Department of English Communication?"
- (6) Two references. Provide references from two individuals with whom you have a professional relationship. Provide the names, addresses, organizations, and email addresses of the two references.

11. Applications should be sent to:

Naoyasu Fukushima
Dean of the Faculty of Intercultural Studies
Gakushuin Women's College
3-20-1 Toyama, Shinjuku, Tokyo, 162-8650

Send applications by registered mail and on the envelope, write in red ink "Department of English Communication, full-time post application"

Documents will not be returned. If you require any documents to be returned, please enclose a stamped, self-addressed envelope.

12. Selection process:

- (1) Initial screening: Selections will be made based on submitted documents. All applicants will be notified of the results of the initial screening by letter.
- (2) Second screening: Interviews are planned to take place at Gakushuin Women's College in mid-October.
 - No transportation fee will be reimbursed for the interview.

13. Deadline for receipt of applications: August 31, 2020.

All applications must be received by 4pm on August 31, 2020 (Mon.)

14. For inquiries, contact: Faculty of Intercultural Studies, Gakushuin Women's College,
Tel: 03-3203-1906, Fax: 03-3203-8373