

## Application Details for Kagawa University International Office Faculty Member

The Kagawa University International Office consists of the International Research Support Center, the International Student Center, and the Global Café Center. The International Office is the primary arm of the university overlooking international affairs and matters related to globalization. The International Office is currently recruiting one full-time faculty member according to the following guidelines.

1. Job title • Associate Professor or Lecturer, 1 person  
Number to be recruited
2. Job description  
Responsible for overall operations of the International Office of the university, particularly, the following tasks.
  - ① Advice on daily life for international students
  - ② Dispatching and accepting students for short-term programs and study tours
  - ③ Dissemination of information through various methods
  - ④ Research on issues related to Japanese language education and study abroad
  - ⑤ Cooperation with various organizations to promote international exchange
  - ⑥ Various support activities to improve the lives of international students
  - ⑦ In charge of classes such as university-wide common subjects and undergraduate specialized subjects  
Example of classes: Project Sanuki  
Leading Edge Issues in Kagawa University  
Japanese Affairs  
These subjects, tailored to international students who have backgrounds in a variety of specialized fields, are designed to introduce and initiate discussions on specific aspects of Japan. These courses include those that use English as the medium of instruction.
  - ⑧ Education and research related to specialized fields
  - ⑨ Work related to the preparation and proofreading of English documents necessary for operations of the International Office
  - ⑩ In addition to the above, matters related to university affairs
3. Employment conditions  
(1) Full-time (Subject to the National University Corporation Kagawa University Faculty Term Regulations.)  
Term of office: 5 years, reappointment possible (no fixed term after reappointment)  
(2) Affiliation: Kagawa University International Office  
(3) Salaries, etc. are based on the National University Corporation Kagawa University Staff Salary Regulations. The annual salary system will be applied.
4. Qualifications  
Applicants who satisfy all of the following conditions (1) to (3), and who are engaged in surveys/research on the social/economy and support of developing countries in the fields of humanities and social sciences are preferred.
  - (1) Those who have completed (or are expected to complete) graduate school doctoral course, or those who have the equivalent or higher ability.
  - (2) Those who have a track record of international student education and international exchange activities.
  - (3) Those who have advanced English proficiency, including the ability to process specialized documents such as academic documents and agreements, and who are able to carry out tasks such as university committees in Japanese without difficulty.
5. Starting date 1<sup>st</sup> April 2024 (Mon)
6. Application deadline 22<sup>nd</sup> Sept. 2023 (Fri), 17:00
7. Documents
  - (1) Curriculum Vitae 1 copy
  - (2) Research achievement record 1 copy
  - (3) Up to 5 major research achievements (photocopies and offprints are acceptable)  
1 copy each (Books • Doctoral thesis • Research articles etc.)

- (4) Summaries of up to 5 major research achievements (approximately 200 words each ) 1 copy
- (5) Aspirations for work if hired by this university (A4 size, about 500 words) 1 copy
- (6) Academic activities, social activities, and history of educational activities 1 copy
- (7) Grants-in-Aid for Scientific Research/Research Grants and Status of other grants/subsidies 1 copy
- (8) Documents proving language proficiency
- ① Those who do not speak English as a first language; copy of TOEFL, IELTS, etc. scores (required)  
If English is your first language, you do not need to submit a copy of the above certificate.
- ② Those who do not speak Japanese as a first language; if possible, please submit a copy of results of Japanese Language Proficiency Test.

Note1: Documents (1),(2),(6),(7) can be downloaded from International Office homepage (<https://www.kagawa-u.ac.jp/kuio/news/23/30373/>).

Note 2: Documents to be submitted may be prepared in English or Japanese.

■ Please note that application documents will not be returned in principle. The submitted personal information will not be used for any purpose other than selection of personnel in accordance with the University's "Rules for the Protection of Personal Information".

8. Address for submission 〒760-8521 香川県高松市幸町1番1号  
香川大学インターナショナルオフィス長あて

Write the following in red on the envelop 『インターナショナルオフィス担当教員応募書類在中』 and send by registered mail or other mail that can be confirmed via documentation.

9. Selection method Primary Selection: Application Documents  
Secondary Selection: Interview and demonstration lesson (Only candidates who have passed the primary selection shall be notified of details for the secondary selection.)  
Travel expenses and accommodation fees for the interview shall be the responsibility of the candidate.  
※ Depending on the situation, interviews and demonstration lesson may be conducted online.
10. Date for second selection Late October to mid-November. Shortlisted candidates shall be informed in due time.
11. Result of selection After the decision has been made, the successful candidate shall be notified.
12. Others The annual salary system will be applied to the salaries of newly hired faculty members.  
Kagawa University actively promotes gender equality, and when selecting applicants who are deemed to be equal in terms of achievements (educational achievements, research achievements, etc.) and character evaluation, etc., we will consider gender balance and decide accordingly.  
In addition, in order to revitalize academic research and education, we are actively promoting the hiring of young faculty members.  
In addition, if you have less than 3 years of experience as a university teacher, you will be eligible to participate in the "New Teacher Training Program (40 hours or more in 2 years)" after being hired.
13. Inquiries 〒760-8521 高松市幸町1番1号  
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