

Application Details for Kagawa University International Office Specially Appointed Instructor

The Kagawa University International Office consists of three centers – Center for International Research and Cooperation, International Student Center, and Global Café Center. The International Office promotes the acceptance of international students and dispatch of Japanese students, concludes Academic Exchange Agreements, promotes research exchange through symposiums and cooperation for joint research, and contributes to internationalizing our campuses. The Global Café belongs to the Global Café Center and provides non-credited classes in languages and culture and organizes events for both Japanese students and international students. We are now hiring one Specially Appointed Instructor to manage our Global Café Center.

1. Affiliation Kagawa University International Office
<https://www.kagawa-u.ac.jp/kuio/>
2. Job Title Specially Appointed Instructor^{※1} (Global Café^{※2}) 1 person
3. Job Description
Main Responsibilities
 - 1) Global Café management and educational curriculum development.
 - 2) Planning, conducting, and reporting on Global Café classes (English class about 8 hours a week), seminars, events, etc.
 - 3) Transmit information overseas (manage and administer English homepage, create English version of other media, etc.)Other Responsibilities (Assistance)
 - 1) Consultation for study abroad to Japanese students and plan and conduct exchange activities between those of different countries (includes events at international dormitories^{※3})
 - 2) Be involved in activities related to education (such as assisting in lectures conducted by faculty members from International Office, and collaborative faculty members from other departments and centers), and contribution to the local community, and research on Global Café related activities.
 - 3) Take part in other duties of the International Office (such as Guidance Sessions for new international students). ※Includes various classes, seminars, events, and online correspondences.
4. Qualifications The applicant should satisfy the following conditions:
 - 1) Master's degree or possessing the same or higher experience and knowledge.
 - 2) Possess the ability to read and write English and Japanese that facilitates smooth performance of the above-mentioned duties. If English is not the first language, candidates who have at least one year of study abroad experience in an English-speaking world are preferred. If Japanese is not the first language,

candidates who possess Japanese Language Proficiency Test N3 level or higher are preferred.

- 3) Possess the required skills and a passion for education, along with the ability to cooperate and empathize with people. (This is necessary as contact with students and faculty members from other departments and external organizations are part of the job).
- 4) Computer skills (Word, Excel, etc.) and ability to conduct classes and events online.
- 5) Teaching experience using English at a higher educational institution.

5. Application Method

1) Application Documents

① Curriculum Vitae

Use attached form and write in Japanese language

Attach a recent photograph taken within last 6 months

② Copy of English Proficiency Certificate (test score, etc.). ※Not required for applicants whose first language is English.

③ Copy of test scores for Japanese Language Proficiency Test or similar tests if available. Not required for applicants whose first language is Japanese.

2) Application Deadline: May 17, 2024 (Friday), 17:00 PM

Applications received after the deadline shall not be considered under any circumstances.

3) Submission and Contact Information

May submit via email or post office.

If sending by e-mail, please write "Application documents for part-time faculty member of the International Office" in the subject line of the e-mail.

If sending via post office, write in red "非常勤教員応募書類在中" on the surface of the envelope and send by registered mail. Application documents will not be returned.

Kagawa University

Administrative Division, International Office

KIYOKAWA (Ms.)

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6. Selection Method

Primary Selection: Application Documents (results due in early June)

Secondary Selection: Interview in English and Japanese and
Demonstration Lesson in English

(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.

7. Starting Date September 1, 2024
8. Term of Employment From the starting date to March 31, 2025
Extendable based on appraisal of job performance.
9. Working Conditions
- 1) Working Hours, etc.
- ① Working Hours: 8:30~17:15 (7 hours and 45 minutes/day)
Discretionary labor system: Working hours 7 hours 45 minutes per day
- ② Off Days: Saturday, Sunday, National Holidays, Year-end and New Year (December 29 – January 3)
• There may be times when work is scheduled during off days. (If this is the case, a day off will be given in lieu)
Furthermore, working hours may be during lunch time or after classes (in the evening) based on the students' needs.
- ③ Leave: Annual Paid Leave, Sick Leave, Special Leave
- 2) Compensation
- ① Wage: Shall be determined by the salary system of Kagawa University
- ② Bonus: Twice a year (June, December)
- ③ Benefits: Housing Benefit, Commuter Benefit
- ④ Social Insurance: Health Insurance, Employee Pension Insurance, Employment Insurance, Labor Insurance
- ⑤ Housing: Available depending on room vacancy
10. Others
- ※¹ Specially Appointed Instructor: labor regulations determined by 「国立大学法人香川大学非常勤職員就業規則」 apply.
https://www.kagawa-u.ac.jp/somu/kisoku/reiki_honbun/x872RG00000038.html
(in Japanese)
- ※² Global Café: refer to the following URL for details.
<https://www.kagawa-u.ac.jp/kuio/englishcafe/>
- ※³ International Dormitories: Kagawa University has three dormitories for international students: “International House,” “Hanazono Dormitory,” and “Kaminocho International Dormitory.”