A Faculty Position at the Center for Educational Development, SOKENDAI

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<tr>
<th>Job type</th>
<th>Specially Appointed Lecturer, 1 position</th>
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| **Job description**    | SOKENDAI, The Graduate University for Advanced Studies, is a graduate university that fosters Ph.D.s at Inter-University Research Institutes throughout Japan. This Specially Appointed Lecturer will engage in the following tasks:  
(1) Planning, managing, and implementing the Academic Communication Education Program in English, as part of the university-wide education program  
(2) Improving the Academic Communication Education Program  
(3) Engaging in other education-related activities and projects of the Center for Educational Development |
| **Qualifications**     | (1) Bachelor’s degree or higher  
(2) Fluent or native level of English; and, Business level of Japanese (Language ability to take part in the university’s daily operations and communications)  
(3) At least 3 years experiences in teaching academic communication (presentation and/or writing skills) education in English at a university or graduate school.  
(4) To understand the educational environment of SOKENDAI, which has campuses scattered across the country and a wide range of specialties, and to be able to perform duties with enthusiasm in cooperation with the Center’s faculty members.  
* SOKENDAI welcomes applications from all the qualified persons, regardless of gender and nationality. |
| **Work location**      | The main work location will be Myodaiji-cho, Okazaki, Aichi; however, when needed, required to work at campuses other than Okazaki as well as SOKENDAI headquarters in Hayama, Kanagawa. |
| **Employer**           | President of The Graduate University for Advanced Studies, SOKENDAI |
| **Terms & conditions/ Compensation** | (1) Working hours: 5 days per week  
De facto working hours under discretionary labor system: 7 hours 45 minutes per day  
Holiday: Saturdays, Sundays, public holidays, the year-end and new-year holidays  
Leave: Annual paid holiday, special leave  
(2) Salary: The annual salary based on age and experience, housing and commuting allowances. They are in accordance with the regulations of SOKENDAI.  
(3) Social insurance: Health insurance, Welfare pension, Employment insurance and Workers’ compensation insurance  
* Details of the terms and conditions are subject to the SOKENDAI employment regulations. |
| **Starting date**      | April 1st, 2023 |
| **Contract period**    | Until March 31st, 2024  
(with the possibility of renewal for a maximum of four more years, based on achievement) |
| **Probationary Period**| 6 months |
| **Application**        | For application, submit a pdf containing the following:  
(i) Curriculum vitae (including Current address, Contact telephone number, E-mail address, Degree, Academic/Educational background, Employment history societies; and attach your ID photo)  
(ii) Summary of teaching and teaching/educational support experiences /accomplishments (A4-size, 1-page, written in English or Japanese)  
(iii) Statement of purpose addressing how you can contribute to education and work at SOKENDAI, after assigned to the Center (A4-size, 1-page, written in English or Japanese)  
(iv) Contact information of two professional references (to whom we can inquire about you)  
* Application details shall be kept strictly confidential and application documents shall not be used for any purpose other than the selection. Application documents don’t be returned, but be disposed after selection. |
| **Application period** | Deadline for receipt: October 28th, 2022 |
| **Selection process**  | After preliminary screening by reviewing the documents, shortlisted applicants will be invited to an interview.  
* Applicants are responsible for their travel and/or accommodation expenses for the interview. |
| **Contact**            | Takashi Nagata, Director, The Center for Educational Development  
e-mail: ced_jinji@ml.soken.ac.jp |