

Content of Job Information

1. Job Type: Associate Professor/Lecturer 1 person
2. Research Field: English Studies, General Education Course
3. Employment Status: 5 year, Full-time (Renewable)
4. Job Contents
 - (1) Teach TOEIC I, II, III, English Conversation I, II, III, Science English, as well as Master Course students English Presentation.
 - (2) Develop educational methods, textbooks, and programs.
 - (3) Must take part in university management and operation, as well as entrance examination related work.
5. Starting Date: April1, 2021
6. Qualifications and Condition
 - (1) Applicant must have an appropriate background and qualifications to become an associate professor/lecturer of English Studies stated in our website (refer to our website). A native speaker of English must speak and understand Japanese to attend meetings.
 - (2) Applicant must have a Master's degree (from an accredited university) or Ph.D. (from an accredited university).
 - (3) Applicant must have experience in teaching TOEIC/TOEFL related courses.
 - (4) Applicant must have at least three years of teaching experience in Japan.
 - (5) Applicant must be enthusiastic and active about cultivating and managing English education programs.
 - (6) Applicant must be enthusiastic in participating in university committees, promotion activities and management.
 - (7) Applicant must live within Gifu City or near Gifu City.
 - (8) Applicant must not meet the regulation stated in the Local Public Serve Law Article 16.
7. Compensation
 - (1) Salary: According to "The provisions regarding payment of Gifu City employees"
 - (2) Working Hours: Basically 8:45AM to 5:30PM (12:00-13:00 Lunch break)
 - (3) Holidays: Basically Saturdays, Sundays, National Holidays which the Act prescribes as National Holiday, and from Dec. 29 to Jan. 3
 - (4) Social Insurance: Will be a member of a Mutual Aid Pension for Public Schools, Gifu
8. Required Documents
 - (1) 1 Recommendation letter
 - (2) 1 (Designated form) Resume or CV
 - (3) 1 (Designated form) Educational Achievements
 - (4) 1 (Designated form) List of Research Achievements

- (5) 1 (Designated form) An essay which shows applicant's teaching philosophy concerning English education and research plan (1 side of an A4-sized sheet). Submit in English and Japanese.
- (6) Research publications (Include full-text copies of a maximum of three publications [journals or books] and/or three textbooks and/or lecture materials.)
- (7) 1 (Designated form) List of Achievements
- (8) A copy of TOEIC or TOEFL score.
- (9) A copy of graduation certificate from the final educational institution (i.e. Graduation Certificate from Graduate School)
- (10) Two names of references. Write the address, phone number, and email address.

※Based on the Personal Information Protection Law, we will use all the information provided from the applicant for job screening only, and the documents will not be returned.

9. Deadline: Entry must arrive NLT January 29, 2021

10. Attention to:

1-25-4, Daigaku Nishi, Gifu-shi 501-1196 Japan

Gifu Pharmaceutical University Committee for Job Openings: English Studies

※Write "Application Materials Enclosed for English Associate Professor/Lecturer" in red on the envelope.

11. Others

- (1) Download documents and use the designated forms.
- (2) Applicants who pass the first round of screening will be contacted for an interview and conduct a demo lesson.
- (3) If you have any questions, please contact:

Gifu Pharmaceutical University

Tel : 058-230-8100

Website : <http://www.gifu-pu.ac.jp>