

## Job announcement for a specially appointed instructor position at Iwate University

### 1. Responsibilities

Duties shall be as follows;

- (1) to develop teaching materials to be used in English courses,
- (2) to oversee English subject classes, and
- (3) to verify teaching methods and results of English courses and formulate plans for improvement.

### 2. Affiliation

International Education Center

### 3. Job title and number of positions

Specially Appointed Instructor (English Lecturer) – two positions

### 4. Date of employment

Earliest date on or after October 1, 2021

### 5. Term of employment

The initial contract period is six months, from October 1, 2021, to March 31, 2022.

If the employee wishes to renew the contract and meets other conditions such as being in good standing, Iwate University may propose an extension for another year. The total contract period is up to three years (until September 30, 2024).

The normal contract period is from April to March of the following year, according to the Japanese academic calendar. Since this contract will begin in the middle of the school year, the first contract will be a six-month appointment.

If the arrival is delayed for any reason, the contract period may be shortened if necessary.

If an applicant has not come to Iwate University without a reasonable reason or declines the offer despite having expressed an intention to take the position, he/she will be considered to have resigned.

### 6. Working hours

The Employee is required to work 38.75 hours per week, excluding lunch breaks.

Iwate University has adopted a "discretionary labor system," whereby the Employee is required to work at least one hour per day with the standard schedule being 8:30 a.m. to 5:15 p.m., Monday through Friday, for a total of 38.75 hours over five days. However, the Employee is not allowed to work at night (between 10:00 p.m. and 5:00 a.m. the next day).

### 7. Days off

- (1) Sunday
- (2) Saturday
- (3) Holidays stipulated in the "Act on National Holidays" (Act No. 178 of 1948)

(4) Year-end and New Year holidays (from December 29 to January 3 of the following year)

#### 8. Paid leave

In the case of a six-month service, the Employee shall be entitled to take five days of paid leave from October 1, 2021, to December 31, 2021, and twenty days of paid leave during the following one year.

#### 9. Wages

The annual salary shall be 3,600,000 Japanese Yen. The annual salary is divided by 12 and paid monthly.

There will be no salary increase, year-end allowance, diligence allowance, or bonus.

In Japan, it is compulsory to participate in public health insurance, public pension, and unemployment insurance.

Part of these premiums must be paid by the employee, and approximately 16-20% is deducted from the monthly after-tax salary. In addition, income tax and resident tax will be levied according to income.

#### 10. Experience

This position is an entry-level teaching position at a national university. Requirements are as follows :

- MA/MS/M.Ed. or Ph.D/Ed.D
- Native English speaker
- Experience teaching college-level classes
- Experience using an LMS
- Degree in TESOL, education, ESL, English, multicultural education, teaching, or other related field (science degree will be considered if you have teaching experiences)
- Specific knowledge of the CEFR and CanDo
- Experience teaching online classes

#### 11. Required Application Materials

(Please use A4 paper as a rule unless a document is provided separately).

(1) Resume (.docx or pdf) (Provide information on high school graduation to the present and attach a photo.)

(2) List of work experiences related to the work listed in “2. Responsibilities” above (no set form).

\* Please attach supporting documents if any.

(3) Essay on your aspirations for fulfilling the duties described in “2. Responsibilities” (About 800 words)

(4) Names and contacts of people who can be reached for inquiry about the applicant (three people)

#### 12. Screening

(1) Primary screening: From documents

(2) Secondary screening: Interview (English)

\* Interview will be conducted online via Zoom

#### 13. Application deadline

No later than 17:00 on Wednesday (JST), July 21, 2021

#### 14. Submission of application form and inquiry

##### (1) Submit to:

International Education Center, Iwate University

Attn. to: Center for Teaching, Learning and Career Development, Iwate University

E-mail: [iuic-apply@iwate-u.ac.jp](mailto:iuic-apply@iwate-u.ac.jp)

##### (2) Contact for inquiries

Shimizu, Manager of International Office, Student Services Division, Iwate University

Tel: +81-19-621-6553

Fax: +81-19-621-6290

E-mail: [iuic-apply@iwate-u.ac.jp](mailto:iuic-apply@iwate-u.ac.jp)

We will not be able to respond to any inquiries regarding screening details.

#### 15. Other

- 1) The personal information contained in the application documents will not be used for any purpose other than selection and employment.
- 2) We will not be able to answer any questions regarding the selection process.
- 3) Please note that application documents will not be returned.

#### 16. Equality

Iwate University promotes gender equality. In the event candidates are comparable in terms of qualifications and achievements, women will be hired preferentially. If the candidate (regardless of sex) has taken maternity/childcare leave, or nursing care leave, it will be considered in the evaluation of candidate's selection. For information about the Double-Living Allowance System (which is financial support for dual-career couples who maintain two homes) and support for researchers who care for their children and/or family, please refer to this page (in Japanese):

<https://www.iwate-u.ac.jp/gender/>