

## Faculty of Engineering (Starting from April 1, 2024)

### Center for Liberal Arts and Sciences (English Education)

- 1. Position:** Part-time Lecturer
- 2. Form of appointment:** Part-time Lecturer (term of employment: 1 year)
- 3. Number of positions:** approx. 2
- 4. Affiliation:** Center for Liberal Arts and Sciences, Faculty of Engineering
- 5. Qualifications:** Applicants must meet the following conditions (1) to (5)
  - (1) Native speaker of English or possess equivalent English language skills (native speakers of Japanese are also eligible to apply).
  - (2) Hold a bachelor's degree or higher (completion of a master's degree is preferred).
  - (3) Experience teaching English-related subjects at a university or other institutions of higher education, or at a high school or vocational school. Preference given to applicants with experience at Japanese educational institutions.
  - (4) Enthusiasm for teaching English to university students and ability to communicate effectively with students.
  - (5) Ability to communicate with administrative staff in Japanese.

#### **Courses requiring teachers for the 2024 academic year:**

First-year classes: Faculty of Engineering or Faculty of Information Engineering

- Fundamental English 1 (spring Thurs 1-2/3-4 periods: 9:00 – 10:30/10:40 – 12:10)
- Fundamental English 3 (fall Thurs 1-2/3-4 periods: 9:00 – 10:30/10:40 – 12:10)

Second-year classes: Faculty of Engineering

- Comprehensive English 1 (spring Fri 1-2/3-4 periods: 9:00 – 10:30/10:40 – 12:10)
- Comprehensive English 3 (fall Fri 1-2/3-4 periods: 9:00 – 10:30/10:40 – 12:10)
- Comprehensive English 2 (spring Wed 1-2/3-4 periods: 9:00 – 10:30/10:40 – 12:10)
- Comprehensive English 4 (fall Wed 1-2/3-4 periods: 9:00 – 10:30/10:40 – 12:10)

Third-year classes: Faculty of Engineering

- Special Practicum in English 1 (spring Wed 1-2/3-4 periods: 9:00 – 10:30/10:40 – 12:10)
- Special Practicum in English 3 (fall Wed 1-2/3-4 periods: 9:00 – 10:30/10:40 – 12:10)
- Special Practicum in English 2 (spring Tue 1-2/3-4 periods: 9:00 – 10:30/10:40 – 12:10)
- Special Practicum in English 4 (fall Tues 1-2/3-4 periods: 9:00 – 10:30/10:40 – 12:10)

\*Successful applicants will be responsible for 1-4 periods on the same day of the week.

\*Please understand that we may not be able to accommodate requests for particular classes due to the combination of classes and other factors.

#### **6. Employment conditions:**

Non-renewable contract, non-tenure track

(If there is an open position for a part-time lecturer at the university after the term of employment ends, the applicant may apply for a new position.)

Salary and travel expenses:

Salary: 5,510 yen per 45 mins (1 class (90 minutes): 11,020 yen)

Travel expenses: As stipulated in the university regulations (however, there is a limit).

\* Visa sponsorship not available.

**7. Place of employment:** Toyama Prefectural University, Imizu Campus (5180 Kurokawa, Imizu City, Toyama Prefecture)

\*Depending on social conditions and other factors, remote classes may be conducted using a web conference system, etc., or an irregular schedule may be used.

**8. Scheduled date of commencement of employment:** April 1, 2024

## **9. Application documents:**

\*A4-size, vertically aligned, horizontally written, single-sided printing in Japanese or English is required for documents (1) through (3).

(1) Resume (in the format designated by the university, with a photograph attached and contact information including cell phone number and e-mail address): 1 copy  
Please refer to the university's website

(<https://www.pu-toyama.ac.jp/wp-content/uploads/2023/10/Resume.docx>)  
to download a resume template and an example.

(2) List of Educational Experience

Please list each of the following items. (free format, A4 size): 1 copy

a) Courses taught (name of institution, name of course, grade, content, and duration)

b) Outline of textbooks, teaching materials, etc. authored

c) Any additional information (participation in educational organizations, etc.)

(3) One sheet of paper (any format, A4 size) indicating the days of the week and times when you are available to teach: 1 copy

Please indicate in as much detail as possible the days of the week and times you are available between Monday and Friday, even if they are not listed in the aforementioned "Courses requiring teachers for the 2024 academic year."

(4) Self-addressed, stamped envelope for the results of the first round of selection which will be sent on an A4 sheet of paper.

## **10. Deadline for application:**

Applications must arrive no later than Friday, November 10, 2023

## **11. Submission address:**

Akiko Mokhtari

Center for Liberal Arts and Sciences

Faculty of Engineering

Toyama Prefectural University

5180 Kurokawa, Imizu, Toyama 939-0398, Japan

\*Application documents should be sent by registered mail with the words

"Application for Part-time English Lecturer, Center for Liberal Arts and Sciences, Faculty of Engineering" written in red on the front of the envelope.

## **12. Selection method:**

(1) First round of selection

Selection will be made on the basis of submitted documents, and applicants will be notified of the results by postal mail. Notification may be delayed depending on various circumstances.

(2) Second round of selection

Interviews (including mock lectures) will be conducted in Japanese and English

\*Travel and transportation expenses for the interview will not be provided.

\*There is a possibility that interviews may be conducted online using a web conferencing system, depending on social conditions and other factors.

## **13. Inquiries:**

Akiko Mokhtari, Center for Liberal Arts and Science

Faculty of Engineering

Toyama Prefectural University

5180 Kurokawa, Imizu City, Toyama 939-0398

Phone: 0766-56-7500 (ext. 1775)

**14. Other:**

(1) Successful candidates will be selected in accordance with the Basic Act for Gender Equal Society.

(2) If there is a suitable candidate, the application period may be closed before the application deadline.

(3) If there is no suitable candidate, recruitment may be canceled.

(4) Personal information contained in the application documents will not be provided to any third party without justifiable reason, such as in accordance with the provisions of related laws and regulations.

(5) In principle, application documents will not be returned.

(6) The Faculty of Information Engineering is scheduled to open in April 2024. The Center for Liberal Arts and Science is responsible for liberal arts education in the Faculty of Engineering, the Faculty of Information Engineering, and the Faculty of Nursing.