

Position Opening  
Tottori University

1. Position and Number of Positions Offered:

One associate professor or lecturer (Tenure)

2. Affiliation:

Organization for Education Support and International Affairs (Education Center,  
Department of Foreign Language Education)

3. Specialty:

English Language Education (TESL/TEFL/TESOL), English Language Teaching  
(ELT), Applied Linguistics

4. Job Description:

- Teaching undergraduate students General Education English classes  
("Comprehensive English I, II, III, and IV," "Communication English A & B,"  
"Practical English A & B," and "Advanced English A, B, C, & D")
- Contributing to the planning, developing, and managing of the English for  
International Communication Program
- Serving as a course coordinator and developing materials for communicative  
classes, especially "Communication English A"
- Participating in meetings and related events as needed
- Involvement in university entrance exams on request

5. Qualifications:

(1) Applicants should have an MA degree or a higher degree in English Language  
Education (TESL/TEFL/TESOL), English Language Teaching (ELT), or Applied  
Linguistics, and should have research achievements.

(2) Applicants should have experience in teaching English at the college/university  
level, should be willing to learn about and have a good understanding of the  
English for International Communication Program, and should actively get involved  
in the running of the English Program together with the other course coordinators.

(3) Applicants should have knowledge of 4-skills language testing to assist with  
university entrance exams and provide advice when requested.

(4) Applicants should be a native speaker of English with Japanese language  
proficiency sufficient for administrative duties.

6. Date of Appointment:

October 1, 2019 (scheduled)

7. Work Location:

Tottori University

4-101 Koyama-Minami, Tottori, Tottori, 680-8550, JAPAN

8. Application Deadline:

Thursday, July 18, 2019 (Applications must arrive by 17:00 on this date.)

9. Documents to be Submitted:

(1) Curriculum vitae (Form 1 and a photograph)

(2) Photocopies of all graduation diplomas

(3) Achievement record (Form 2)

- Please download Forms 1 and 2 from the following URL and complete both forms in Japanese.

<https://www.tottori-u.ac.jp/secure/5819/010718.doc> (Word)

<https://www.tottori-u.ac.jp/secure/5819/010718.pdf> (PDF)

(4) Major publications (Up to five publications. Copies are acceptable. Publications that are “in-print” must be accompanied by a document to that effect from the publisher.)

- Fill in “Number” column of the research achievement block of Form 2, and write the number on a paper tag, and attach it to the corresponding copy of each achievement.

(5) Research Experience Statement (About 1000 words in English or 2000 characters in Japanese)

(6) Statement of Intent for Education, Research, and Social Contribution (About 1000 words in English or 2000 characters in Japanese)

(7) One or more Letters of Recommendation

(8) If applicants are residents of Japan, a photocopy of the residence card

10. Please submit the completed application forms to:

Students Supporting Division, Tottori University

4-101 Koyama-Minami, Tottori-shi, Tottori-ken, 680-8550

JAPAN

- Please be sure to send your application by registered mail (kakitome-yubin) and mark it: “Application Documents for Teaching Position Enclosed” in red on the envelope.

11. Evaluation Procedure:

(1<sup>st</sup>) Screening of application materials

(2<sup>nd</sup>) Candidates selected at the first screening will be invited for an interview.

Applicants will be asked to give a presentation to the interviewing committee at the time of the interview.

Interview date: Early to Mid August, 2019 (Exact date to be decided later)

Travel expenses will be the responsibility of the applicant.

12. For further inquiries, please contact  
Students Supporting Division, Tottori University  
TEL 0857-31-6775  
FAX 0857-31-6762  
Email: st-soumu@ml.adm.tottori-u.ac.jp

13. In Addition

- The retirement age is 65 years of age.
- Salary is based on university regulations, depending on qualifications and experience.
- Tottori University promotes gender equality. Moreover, Tottori University and Tottori Prefecture value the family, and support creating an environment where people work easily.
- Tottori University Office for Campus Diversity URL:  
<http://www.sankaku.tottori-u.ac.jp/>