

December 5, 2019

Inter-University Center for Japanese Language Studies (IUC)  
Full-time Instructor in Japanese Language (two-year contract position, renewable)

1. Position/Number of openings

One (1) full-time instructor on a renewable two-year contract (Sept. 1, 2020–Aug. 31, 2022).

2. Duties

Teaching of intermediate and advanced Japanese, mostly to graduate students from North American universities who intend to become researchers or pursue other Japan-related work.

- Teaching Japanese language classes using designated materials.
- Developing new teaching materials.
- Other work related to the IUC's Japanese language classes.

3. Qualifications

- Master's degree required; PhD desirable.
- In addition to an undergraduate or graduate degree in Japanese or Japanese language teaching, a degree (or minor) in some other field is also desirable.
- Must have four (4) or more years' teaching experience in intermediate or advanced Japanese at a university or other institution of higher learning.
- Must be a native Japanese speaker or have equivalent Japanese language skills.

4. Terms of Employment

- Working hours are 9:30–4:30 weekdays. Wednesday afternoons may be used for study or training outside the workplace.
- Days off: Saturday, Sunday, national holidays, and school holidays (New Year's vacation, summer vacation, etc.).
- Teaching hours: Maximum of 13 classes a week (one class = 50 minutes).
- Pay: In accordance with IUC pay regulations.
- Benefits: Pension, health insurance, long-term care insurance (*kaigo hoken*; only those aged 40 or more are eligible), unemployment insurance, worker's accident insurance (*rōsai hoken*).
- Commuting expenses: paid up to fixed maximum.

5. Period of Employment

- Sept. 1, 2020–August 31, 2022 (with possibility of renewal).

6. Application Documents

- Curriculum vitae (with attached photograph)

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- List of research achievements (including teaching materials).
- Chronology of Japanese language teaching experience (including type of students, dates, texts used, and school[s]).
- Two major publications (photocopies permissible).
- Short essay (approximately 800 characters) on “my aspirations as a Japanese teacher.”
- Two letters of recommendation.

Notes:

- \* All documents must be written in Japanese.
- \* When sending physical documents, write “application for full-time instructor” on the envelope in red.
- \* You may also submit your application by e-mail to <jobs@iucjapan.org>.
- \* Application documents submitted will not be returned.
- \* Shortlisted candidates invited to the IUC for a test and interview (see below) will be asked to bring along a video (approximately 15 minutes) of a class they have taught.
- \* Please refrain from inquiring as to the status of your application.

## 7. Application Deadline

- All documents must arrive by March 31, 2020 Japan time.

## 8. Selection Process

- Initial screening will be on the basis of documents submitted. Applicants shortlisted following the initial screening will be asked to come to the IUC for a written test and interview.

Notes:

- \* Applicants may also be asked to give a demonstration class on the day of the test/interview.
- \* Applicants are responsible for their own transportation to the IUC for the test/interview.
- \* Other arrangements (e.g., Skype interview) may be made for those applying from abroad.

## 9. Address for Submission of Documents/Location of Work

- Search Committee  
Inter-University Center for Japanese Language Studies  
Pacifico Yokohama, 5F  
1-1-1 Minato Mirai  
Nishi-ku, Yokohama  
Japan 220-0012
- E-mail: [jobs@iucjapan.org](mailto:jobs@iucjapan.org).
- The IUC is located 5 minutes by foot from Minato Mirai Station on the Minato Mirai Line and 15 minutes by foot from Sakuragi-chō Station on the JR Negishi Line/Yokohama Municipal Subway Blue Line.