

**JOB ANNOUNCEMENT**  
**for**  
**Two Non-tenured English Instructor Positions**

**1. Date of Announcement**      September 5<sup>th</sup> , 2022

**2. Title**  
Job Opening for English Instructor (non-tenured)

**3. Institution**  
University of Hyogo

**4. URL**  
<http://www.u-hyogo.ac.jp/>

**5. Department**  
Institute for International Relations

**6. Institution type**  
Public University

**7. Content of job information**

The University of Hyogo invites two English instructors who will teach English classes, help students improve their English skills, and support/involve our activities of Institute for International Relations and faculty jobs including entrance exam related works. Successful applicants will teach English classes (up to 12 classes a week), including classes of Listening & Speaking 1, 2, Writing 1, 2, Reading & Discussion 1, 2, as well as English classes in summer (between-term periods), and others.

Working locations are: Kobe Campus for Commerce, 8-2-1, Gakuennishi-machi, Nishi-ku, Kobe, Hyogo, Himeji Campus for Engineering, 2167, Shosha, Himeji, Hyogo and Harima Campus for Science, 3-2-1 . Kouto, Kamigori-cho, Ako-gun,Hyogo. There may be occasions when the instructors are asked to teach English at other campuses of the university.

**8. Number of positions: 2**

\* One Instructor will work/have English classes mainly at Kobe Campus for Commerce

and the other will work/have them mainly at Himeji Campus for Engineering and one day in a week for Harima Campus for Science in one or two semester/s in the academic year.

**9. Starting date:** April 1st, 2023

**10. Job type:** Lecturer (non-tenured)

**11. Employment Status: Part-time**

- (1) 1 year contract, renewable after an annual performance review each year, up to 2027-2028 academic year.
- (2) Working hours: 29 hours in a week (5days).
- (3) Holidays: Saturdays, Sundays, National Holidays, New Year Holidays (From Dec. 29th to Jan. 3rd). Based on the University's regulation, annual paid leaves (10 days in the first year,) and special paid leaves (summer holidays, parenting support leave, bereavement leave etc.) are granted.

**12. Qualification**

Applicants should

- (1) have Native/Near-native competency in English.
- (2) have at least a Master's degree in TESOL, Applied Linguistics or other related fields.
- (3) have teaching experience at the university level (preferable for more than two years.)
- (4) have Japanese language skills for communication with university staff.

**13. Compensation**

- (1) The annual salary is approx. 5,400,000 yen, based on monthly salary (approx. 400,000 yen) and two bonuses (approx. 600,000 yen/year, in the first year approx. 400,000 yen/year) standard of a lecturer at the University of Hyogo. Deduction from the salary includes Health Insurance, Labor and Social Insurance or others, which are legally stipulated.
- (2) Commutation allowance will be provided based on the university's regulation (maximum 30,000 yen per month).

**14. Application period/ Application material**

Application period: from September 5<sup>th</sup> to October 7<sup>th</sup> , 2022

\* Note that job opening will be closed even before October 7<sup>th</sup> when the position had been filled.

Application material:

- (1) CV in a designated format (Form 1).
- (2) List of publications/ presentations, and educational achievements (Form 2).
- (3) A short essay on university English education in Japan (max. 500 words)
- (4) Contact details of a Japanese person, or a person fluent in Japanese who will recommend you to this job.
- (5) Other materials to support your qualifications

**15. Application/ selection/ notification of result/ contact details**

All application materials should be sent by registered mail to:

Educational Development Division,  
Administrative Office of University of Hyogo  
8-2-1, Gakuen-Nishimachi, Nishi-ku, Kobe, 651-2197 JAPAN

\* Please indicate “Application Document for English Instructor’s position” in red on the envelope.

Selection Process:

Interview after documentary screening

The selected candidates will be invited for interviews, and asked to give a simulated teaching of English class.

Travel expenses for the interview and a simulated teaching are not compensated.

Where to make contact

All inquiries should be directed to: Ms. Bessho and Mr. Goto  
Educational Development Division,  
Administrative Office of University of Hyogo  
8-2-1, Gakuen-Nishimachi, Nishi-ku, Kobe, 651-2197 JAPAN  
Phone: 078-794-6618 Facsimile: 078-794-5575  
Email: kokusai@ofc.u-hyogo.ac.jp

**16. Additional information**

Submitted documents will not be returned.