

October 22, 2021

HONDA Akiko

Director, Center for Language Education
Ritsumeikan Asia Pacific University

To whom it may concern:

**Recruitment of Part-time English Language Lecturers
at Ritsumeikan Asia Pacific University**

Our University is currently recruiting faculty members for the following position. Your assistance in sharing these details with interested parties would be greatly appreciated.

1. Number of openings:

A few part-time lecturer positions

2. Affiliation:

Successful candidates will be affiliated with the Center for Language Education.

3. Subject:

English Language

4. Qualifications for Application:

- Candidates must have completed a master's degree or, in exceptional cases, have equivalent experience and/or achievements.
- Candidates with at least 2 years teaching experience at a higher education institution are preferred.
- Candidates must be able to teach four days a week (Monday, Tuesday, Thursday, and Friday).

5. Date of Appointment:

April 1, 2022

6. Application Deadline:

Monday, November 15, 2021 (Applications must be sent by post and arrive by this date.)

7. Documents Required:

- (1) Curriculum Vitae (including educational history and list of research/teaching achievements) <Form 1>
- (2) Statement of Intent for Application* (No set format)

* Please include your aspirations for working at Ritsumeikan Asia Pacific University.

- (3) Name, affiliation, job position and contact details of two people we can contact for reference about the candidate.

* Once the above submission documents have been mailed, please access the following URL as soon as possible and respond that they have been submitted:

<https://survey2.apu.ac.jp/limesurvey/index.php/798883?lang=en>

Notes:

- Though submitting a Japanese version of your CV in addition to the English version is preferable, an English version of your CV only is acceptable.
- Please do not staple the submission documents.
- Submitted documents will not be returned.
- Any personal information provided with applications will be handled with the utmost care in accordance with university regulations. This information will not be used for any purpose other than the screening of candidates for employment.

8. Terms and Conditions

(1) Remuneration: 10,500 yen per lesson (a lesson is 100 minutes). A transportation allowance will be paid in accordance with university regulations for days on which classes are held.

(2) Teaching Hours: 8-12 lessons per week (planned). Details will be provided at the time of appointment.

*Spring Semester lasts from April to early August and Fall Semester lasts from October to early February. However, you may be required to work at times other than these.

9. Selection Process: Document Screening and Online Interview

Once document screening has been completed, we plan to hold online interviews on Saturday, December 4. Details of the interview dates will be sent to successful candidates.

10. Please submit applications via post to:

Ritsumeikan Asia Pacific University

Academic Office

Attn: Personnel Affairs Unit

1-1 Jumonjibaru, Beppu, Oita 874-8577 JAPAN

*Please be sure to send your application by registered mail (*kan-i kakitome*) and mark

“English Part-time Lecturer Application Enclosed” in red on the envelope.

Note:

Contact: NAGAMATSU Koji (Mr.)

Academic Office

E-mail: freruit@apu.ac.jp

*Please enter "Application for English Part-time Lecturer Position" as the subject line for e-mails.

11. Other:

Ritsumeikan Asia Pacific University is a smoke-free campus. There are no smoking areas on campus.

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Please refer to the APU website [<http://www.apu.ac.jp>] to learn more about our University.