

July 24, 2017

To Whom It May Concern:

Bunkyo University
Faculty of Language and Literature
Dean Toshie Miyatake
(Official seal abbreviation)

Open call for one full-time position (request)

I hope you are continuing to be in good health.

At this time, our faculty is inviting public participation in selecting a full-time teacher according to the following points. We are grateful for your consideration at this busy time and we would like to thank you in advance.

1. Job position One Professor, Associate Professor or Full-time Lecturer
2. Faculty Faculty of Language and Literature, Department of Foreign Languages [Research field: Linguistics, Regional Studies (the English-speaking and French-speaking world), Sociology]
※New Faculty it's expected to establish in 2017
3. Courses responsible for European Studies, Environmental Studies, Workshop for Project C・D, Global Issues and Current Events, World Englishes, Seminar I・II, Learning About French in French, Topics in French, etc
4. Requirements
 - ① Master's (in the liberal arts area) or higher degree, or the equivalent qualification.
 - ② Specialized in the areas of multicultural understanding, and international relations, as well as study achievements connected with the culture and society of the English-speaking and French-speaking world.
 - ③ Bilingual in English and French or having English or French as a mother tongue (or having a strong background in both languages). Able to take charge of classes conducted in English and French.
 - ④ Have enough ability in Japanese to participate in school administration work.
 - ⑤ Subject to acceptance of the new faculty's documents about conditions of employment by the Ministry of Education, Culture, Sports, Science and Technology.
5. Expected date of employment April 1, 2017
6. Salary In accordance with the Bunkyo University's salary scale
7. Required documents
 - ① One copy of your Curriculum Vitae (with photo attached)
 - ② One copy of list of publications
 - ③ A statement describing the education and research you intend to pursue
※ About 800 characters in Japanese (as described in the guideline) and 400 words in English
 - ④ Copies of five major publications from your list of publications※ Please follow the Bunkyo University format (①②③) which can be downloaded at <http://www.bunkyo.ac.jp/gakuen/saiyo.htm>
※ As a general rule, your documents will not be returned to you. If you wish your documents to be returned to you, please enclose a self-addressed envelope big enough to place your documents into it for returning to you by mail.
8. Deadline for receiving applications September 18, 2015
9. Selection process Selected applicants will be informed around October 17, 2015 and will be interviewed (and perform a sample lesson) on November 8, 2015.
10. Document Submission General Affairs Section, Koshigaya Campus, Bunkyo University, 3337 Minami Ogishima, Koshigaya-City, Saitama 343-8511, Japan
※ Documents are only accepted by registered mail. Please specify on the envelope as follows in red pen: Enclosed: Application Documents for Department of Foreign Languages (English/French)

[Inquiry] If you have questions, you may send a fax or email with your questions.
FAX : 048-974-9439 E-mail : ksoumu@stf.bunkyo.ac.jp

※ All information received from applicants will be held in strictest privacy and will only be used for screening for this job position.