

## Application Details for Kagawa University International Office Adjunct Instructor (International Exchange)

Kagawa University International Office consists of three components: Center for Research and Cooperation, International Student Center, and Global Café Center. Its main function is to contribute to the globalization of the university through the hosting of international students, sending of Japanese students for study abroad, overseeing the academic agreements, and the conducting of international joint research and symposiums.

Due to the coronavirus pandemic, international relations with our overseas partners have been greatly affected while online activities have been actively pursued. However, from 2022 onwards, face to face interactions similar to those of the pre-coronavirus era are increasingly being revived and various policies are being revised in anticipation to the new situation.

In this regard, Kagawa University is hiring an Adjunct Instructor to contribute to engage in face to face interactions with our overseas partners as well as offering global education to our students.

1. Affiliation Kagawa University International Office  
<https://www.kagawa-u.ac.jp/kuio/>
2. Job Title Adjunct Instructor ※ 1 (International Exchange) 1 person
3. Job Description Main Responsibilities
  - 1 ) Manage the outbound exchange programs (Education, counseling, and coordinating with overseas partners)
  - 2 ) Assist and/or partially teach classes offered by International Office
    - 1 . Classes, seminars, events at Global Café<sup>※</sup>  
<https://www.kagawa-u.ac.jp/kuio/englishcafe/>
    - 2 . Classes and forums jointly conducted with overseas partner universities
    - 3 . Class for international students conducted in English (Japanese Affairs) etc.
  - 3 ) Negotiate and coordinate MOUs (Memorandum of Understanding) with overseas partners
  - 4 ) Disseminate information about Kagawa University and International Office to audiences local and abroad through homepage and SNS

Other Responsibilities (Assistance)

  - 1 ) Assist in events conducted at our campuses and international dormitories. Kagawa University runs three international dormitories at Yashima, Hanazono, and Kaminocho.
  - 2 ) Other responsibilities related to International Office (including translating documents for magazines and leaflets, education duties related to the advancement of DX Transformation and Regional cooperation.)

4. Qualifications      The applicant should satisfy the following conditions:
- 1) Master's degree or equivalent
  - 2) Competency in English and Japanese Languages to handle the tasks mentioned above, plus good communication skills. Note: For candidates whose first language is not English, experience of one year or more in an English-speaking country or environment is preferred.
  - 3) Possess passion and skill in education, empathic, and cooperative so as to deal with students, faculty members, and counterparts from overseas.
  - 4) Skilled in Personal Computers (Word, Excel etc.), online software, SNS, and web design.
  - 5) Job experience in an educational institution is preferable.
5. Application Method
- 1) Documents
    - ① Curriculum Vitae and application documents
      - ※ Use attached form and write in Japanese language
      - ※ Your recent photo is required
      - ※ We request candidates who are not native speakers of Japanese language to submit application documents in Japanese language in order for us to see candidates' Japanese language proficiency.
    - ② Proof of English Language ability (Certificates from TOEIC, IELTS etc.)
      - ※ Native English speakers do not need to submit this document.
    - ③ Proof of English Language ability (Certificates from JLPT, etc.)
      - ※ Native Japanese speakers do not need to submit this document.
  - 2) Application Deadline: April 8, 2022 (Friday)
    - Applications received after the deadline shall not be considered under any circumstances.
  - 3) Submission and Contact Information
 

Administrative Group, International Office, Kagawa University  
 Saiwai-cho 1-1, Takamatsu, Kagawa 760-8521, JAPAN  
 Recruitment Officer (E-mail: [kokusai-h@kagawa-u.ac.jp](mailto:kokusai-h@kagawa-u.ac.jp))

On the front of the envelope, write 「香川大学交流推進担当教員応募書類在中」 in red and mail it to the above address with a tracking number. In principle, application documents will not be returned to the applicant.

    - ※ In principle, applications are accepted only via the postal system. However, depending on the circumstances of the postal system, candidates living outside of Japan for instance, may wish to apply through the email system. Please consult our office.

6. Selection Method  
 Primary Selection: Application Documents  
 Secondary Selection: Interview in English and Japanese  
 (Only candidates who have passed the primary selection shall be notified of details for the secondary selection.)  
 • Travel expenses and accommodation fees for the interview shall be the responsibility of the candidate.  
 ※ Depending on the corona situation, interviews may be conducted online.
7. Starting Date  
 June 2022 or earlier
8. Term of Employment  
 From the starting date to March 31, 2023  
 Renewal possible depending on work performance.
9. Working Conditions  
 1) Working Hours, etc.  
 ① Working Hours: Discretionary labor system: 7 hours 45 minutes per day  
 ※ Adjustment of working hours can be consulted.  
 ② Off Days: Saturday, Sunday, National Holidays, Year-end and New Year (December 29 – January 3)  
 • There may be times when work is scheduled during off days. (If this is the case, a day off will be given in lieu)  
 Furthermore, working hours may be during lunch time or after classes (until around 7 pm) based on the students' needs.  
 ③ Leave: Annual Paid Leave, Sick Leave, Special Leave  
 2) Compensation  
 ① Wage: Shall be determined by the salary system of Kagawa University (approximately 10,000 yen to 16,000 yen (daily wage) based on years of experience)  
 ② Bonus: Two times a year (June, December)  
 ③ Benefits: Housing Benefit, Commuter Benefit  
 ④ Social Insurance: Health Insurance, Employee Pension Insurance, Employment Insurance, Labor Insurance  
 ⑤ Housing: Available depending on room vacancy
10. Others  
 ※<sup>1</sup> Adjunct Instructor: labor regulations determined by 「国立大学法人香川大学非常勤職員就業規則」 apply.  
[https://www.kagawa-u.ac.jp/somu/kisoku/reiki\\_honbun/x872RG00000038.html](https://www.kagawa-u.ac.jp/somu/kisoku/reiki_honbun/x872RG00000038.html)  
 (in Japanese)