

November 15, 2018

HONDA Akiko
Director, Center for Language Education
Ritsumeikan Asia Pacific University

To whom it may concern:

Recruitment of Part-time Chinese 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:

Several part-time lecturer positions

2. Affiliation:

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

3. Subject:

Chinese 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 the 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, 2019

6. Application Deadline:

Friday, December 14, 2018 (Applications must be sent by post and arrive by this date)

7. Documents Required:

- (1) Curriculum Vitae (including applicant's photo, educational history, and list of research/teaching achievements)
- (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 persons we can contact for reference about the candidates.

Notes:

- Please prepare an English or Japanese version of the above two 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: 10,000 yen per lesson (a lesson is 95 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, from October to early February. However, you may be required to work at times other than these.

9. Selection Process: Document Screening and Interview:

Once document screening has been completed, we plan to hold on-campus interviews in the middle of January 2019.

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 "Chinese Part-time Lecturer Application Enclosed" in red on the envelope.

Note:

Contact: ISHIMOTO Atsushi (Mr.)

Academic Office

E-mail: freruit@apu.ac.jp

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

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