

May 16, 2023

BLACKWELL James
Director, Center for Language Education
Ritsumeikan Asia Pacific University

To whom it may concern:

Recruitment of Part-time Korean 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:

Korean 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:

October 1, 2023

6. Application Deadline:

Monday, June 26, 2023 by 23:59 (JST)

7. Documents Required:

(1) Curriculum Vitae (including educational history and list of research/teaching achievements) [Form 1]

Please submit both a PDF copy and a Microsoft Word file. The PDF version must be signed or stamped. No signature/seal is required for the Microsoft Word version.

(2) Statement of Purpose (Reason for applying to APU, etc.) [Form 2]

Please submit the document as a Microsoft Word file.

- (3) The names, affiliation/positions, and contact information for two references whom we may ask about the candidate. [Any Format]

Please submit the document as a Microsoft Word file.

Notes:

- ※All files submitted should be password protected. The password should be sent in a separate email to the email address shown in “Please submit completed applications to”. Please send the password as soon as possible after the files are sent.
- ※All submitted files should have [Your Name] at the beginning of the file name.
- ※Please submit documents in either Japanese or English.
- ※Please note that we will be unable to return any submitted documents.
- ※Any personal information provided as part of the application will be handled with the utmost care in accordance with University regulations. The information will not be used for any purpose other than screening 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.
- *The spring semester lasts from April to early August, and the fall semester lasts from October to early February. However, you may also be required to work at other times.

9. Selection Process: Document Screening and Online Interview:

Once the document screening phase is complete, we plan to hold online interviews in early July of 2023. Details of the interview dates will be sent to successful candidates.

10. Please submit completed applications to:

E-mail: cle-ap@apu.ac.jp

Subject: “CLE (Korean Language, Part-time Lecturer) Faculty Application Documents”

***Please only use the above email address when submitting your application. If you have any questions or concerns, please contact us via the email address shown in “Inquiries” below.**

11. Inquiries:

Ritsumeikan Asia Pacific University Academic Office

E-mail: frecruit@apu.ac.jp

Subject: “CLE (Korean Language, Part-time Lecturer):

***Please do not send your application to this email address. The application should be sent to the email address shown in “Please submit completed applications to”, above.**

12. Other:

- (1) Ritsumeikan Asia Pacific University is a smoke-free campus. There are no smoking areas on campus.
- (2) We value diversity, so we look forward to receiving applications from individuals with wide and varied backgrounds and work experience.

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

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