

Job Announcement for a Full-Time Position (Tenured)

National Institute of Technology (KOSEN), Sasebo College, invites applications for a full-time English language teacher meeting the following requirements and conditions.

National Institute of Technology, Sasebo College, is a higher educational institute with a five-year course and a two-year advanced program which provides a higher level of technical education.

[References]

Website of National Institute of Technology	https://www.kosen-k.go.jp/
Our college directory	https://www.sasebo.ac.jp/wp-content/uploads/2023/03/2022youran.pdf

- **Number of Positions**

One position for either an Associate Professor or Lecturer or Assistant Professor (tenured)

- **Department**

Department of General Education

- **Research Fields**

ESL/EFL, TEFL, TESOL, or related fields of English or English education

- **Teaching Subjects**

Comprehensive English I/II, English Conversation, English Expression, Communication, Science English, Glocal Literacy*

* *Glocal literacy* is a subject in which each instructor has a class with a small number of students. This subject focuses on researching local issues with a global point of view.

* Although other teachers may teach these subjects, each teacher is expected to teach independently.

- **Qualifications**

- (1) Applicant must have English proficiency to conduct classes in English. Native speakers or those with English language skills equivalent to native speakers are preferred.
- (2) Applicant will be expected to be actively engaged in teaching and research activities at our college and to advise students concerning various issues in school life. An applicant is expected to engage in various school duties, including managing a homeroom class, attending committee meetings, and participating in extracurricular activities. An applicant also will be required to stay overnight for dormitory duties approximately once a month.

- (3) Applicant is expected to meet a minimum Japanese language proficiency level of N3 (JLPT) or have the equivalent abilities in Japanese to perform duties at our college.
- (4) Applicant is required to have a master's degree or to have the prospect of earning such a degree in the near future. Applicant with relevant teaching or research experience can be considered equivalent to a master's degree.
- (5) It is desirable for an applicant to have experience teaching at either the junior high school, high school, National Institute of Technology, or college/university level.
- (6) A successful applicant is recommended to live in Sasebo, or within commuting distance, upon being hired at our college.

- **Working Conditions**

- [Salary]**

- Based on Regulations of Salaries for Employees by Independent Administrative Agency, National Institute of Technology.

- [Working hours/Days-off]**

- In principle, the working hours are from 8:30 a.m. to 5:00 p.m. (including a 45-minute lunch break). The days-off are on Saturdays, Sundays, National holidays, and New Year holidays. However, our college accepts a flexible working hours system.

- [Holidays]**

- Based on Regulations for Working Hours and Holidays of Independent Administrative Agency, National Institute of Technology.

- [Insurances]**

- Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association (health insurance, welfare pension), Employment insurance, Industrial accident insurance.

- [Regulation against passive smoking]**

- Our campus is smoke-free.

- **Starting Date**

- April 1, 2024

- **Application Deadline**

- Application materials must arrive **by Thursday, August 31, 2023 (Postmark Valid)**

- **Application Materials**

- (1) Curriculum vitae including academic background (Form 1)
- (2) A list of research achievements and activities (Form 2)
- (3) The outlines of main research achievements and activities (Form 3)

- (4) An essay which describes the applicant's teaching philosophy concerning English education, student guidance, and research plans at our college (Form 7)
- (5) (If you have a teacher's license) Document that proves you have a teacher's license (copy)
- (6) Applicant is asked to submit any certificate of Japanese language abilities if an applicant has one.
- (7) Please include a self-addressed, return envelope for the purpose of informing you of the results. No stamp is necessary.

*The designated forms for resumes, etc. and instructions for completing (1) through (4) are available on the school's website.

URL : <https://www.sasebo.ac.jp/about-us/recruit/>

Please address your application to:

〒857-1193 長崎県佐世保市沖新町 1 番 1 号
佐世保工業高等専門学校 総務課人事係

- * The documents must be sent via registered mail with “英語教員応募書類在中” written in red on the envelope.
- * The submitted documents, in principle, are not returned unless requested.
- * When requesting a document return, the applicant must include a stamped envelope.

• Selection Process

First stage Screening of application materials

Second stage An interview and a trial lesson

The interview will be conducted in Japanese to judge the applicant's level of Japanese language ability.
Travel expenses shall be borne by the applicant.

• Others

- (1) Our college promotes gender equality. When the evaluation of the achievements is considered to be at the same level, a female applicant will be hired.
- (2) In order to support career development, based on their intentions, a teacher may transfer to other colleges of National Institute of Technology.
- (3) Personal information in the submitted documents will be used only for the purpose of applicant screening and will not be used for any other purposes.

• Contact for Questions Regarding the Position

Dr. Kiyoshi Horie

Professor, Head of the Department of General Education
National Institute of Technology (KOSEN), Sasebo Collage
1-1 Okishinmachi, Sasebo, Nagasaki, 857-1193, Japan
Phone & Fax: 0956-34-8435
email: horie@sasebo.ac.jp