

## **Position Opening Announcement – Assistant Professor**

We, the Graduate School of International Development (GSID) at Nagoya University, hereby announce an opening for a position as an Assistant Professor as described below. We welcome applications from qualified professionals.

### **1. Position**

Assistant Professor (Jokyo) in Charge of Assisting Thesis and Paper Writings in English

### **2. Number of Job Openings**

One

### **3. Responsibilities**

The appointee shall perform the tasks listed below, under the supervision of the Faculty Meeting, the Academic and Student Affairs Committee, and the International Affairs Committee of GSID. Besides the designated tasks, he/she is expected to engage in his/her own research. He/she may also teach or assist courses of GSID, with approval of the GSID Faculty Meeting, the Academic and Student Affairs Committee, and the International Affairs Committee.

Tasks:

- (1) Advise and/or assist non-native English writers (both Japanese and non-Japanese) with dissertations, theses, and papers in English
- (2) Lecture the fundamentals of English thesis writing
- (3) Assist GSID staff and faculty members preparing English documents and papers
- (4) Teach the courses ‘Academic Writing Skills a’ and ‘Academic Writing Skills b’
- (5) Deal with works related to the admission of international students
- (6) Perform works concerning agreements for academic exchange and cooperation
- (7) Perform other works which the Dean, the Academic and Student Affairs Committee, and the International Affairs Committee consider necessary

### **4. Type of Appointment**

In accordance with the Rules on Contract Period of Tokai National Higher Education and Research System ([https://education.joureikun.jp/thers\\_ac/act/print/print110011019.htm](https://education.joureikun.jp/thers_ac/act/print/print110011019.htm) in Japanese), this is a fixed-term appointment with a duration of three years for the first term, which is renewable for only one additional term through the usual application and screening procedure on a competition basis. The duration for the second term is two years. The duration of years and the conditions for the second term will be based on the employment rules of GSID and Nagoya University.

### **5. Salary and Benefits**

Salary and benefits will be determined as per the rules of Tokai National Higher Education and Research System ([https://education.joureikun.jp/thers\\_ac/act/frame/frame110001585.htm](https://education.joureikun.jp/thers_ac/act/frame/frame110001585.htm) in Japanese). The annual salary scheme applies to this position.

### **6. Qualification for Candidacy**

- (1) Those who hold a Master's degree or equivalent

- (2) It is highly desirable that the applicants have previous experience of teaching and research in English
- (3) Native speakers of English (or non-native English speakers with proficiency in English)
- (4) It is preferable that the applicant has command in Japanese for the purposes of daily communication and administrative work

\* Nagoya University is an equal opportunity employer and encourages applications from women.

## **7. Application Requirements**

- (1) Curriculum vitae (in English, with a passport-size photo. An e-mail address should be included)
- (2) A self-recommendation letter (in English)
- (3) A list of publications and other research achievements to date (in English)
- (4) Copies of up to three published and/or unpublished papers written in English
- (5) Recommendation letter (submission is optional)

\* Four (4) sets of the above documents (1 original and 3 photocopies) are required. For published books, send only one copy. Application documents can also be submitted on 4 CDs or 4 USB memory sticks.

\* Please kindly note that we are unable to return your application documents after submission.

\* Personal information in the application will be strictly managed under the privacy policy of Nagoya University and will be used only for the purpose of applicant screening.

## **8. Application Deadline**

A complete application package should reach GSID by 17:00 on May 28, 2021.

## **9. Expected Starting Date of Duty**

September 1, 2021

## **10. Selection Process**

The first screening:

Examination of application materials.

The second screening:

An interview (either in person or online) will be conducted for selected candidates.

Candidates are also requested to give a trial lesson. The second screening is currently scheduled from early to mid June, 2021.

(Note that in the case of an in-person interview, GSID will not bear your travel expenses to Nagoya University for the interview.)

## **11. Applicants should send application materials to:**

Graduate School of International Development,  
Nagoya University, Furo-cho, Chikusa-ku, Nagoya 464-8601, Japan

\* Please write "Application for Assistant Professor in charge of Assisting Thesis and Paper Writings in English" in red ink on the envelope. Also please use registered mail or simplified registered mail.

## **12. Other Information**

If you have further questions, please contact:

Tetsuo UMEMURA, GSID. e-mail: umemura 【@】 gsid.nagoya-u.ac.jp

(Inquiry by telephone will not be accepted)

GSID Website : <https://www4.gsid.nagoya-u.ac.jp/en/>