

January 23 ,2025

ATTN: Tohoku University Institute for Excellence in Higher Education

IEHE Director
TAKIZAWA Hirotsugu

Job Announcement

Greetings

I hope you are all having a pleasant and productive year.

I am writing to inform you that the Institute for Excellence in Higher Education (IEHE) is conducting internal recruitment for an instructor who will be posted to the Global Learning Center (GLC).

Best regards

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CLC2024-2

1. Affiliation: The candidate will be posted to the IEHE Division of Developmental Research in Education Programs at the GLC.
2. Position: Professor (1 opening)
3. Field of Specialization: Internationalization of higher education, international education, comparative education, intercultural education, or related fields
4. Duties: The candidate will lead development of Tohoku University's international educational exchange at the GLC.
 - ① Develop/implement international education exchange programs
 - ② Develop/implement global HR education
 - ③ Conduct research surveys related to internationalization in education etc.
 - ④ Assist with managerial tasks at the university and IEHE
 - ⑤ Other tasks related to the GLC and IEHE
5. Qualifications
 - ① Academic: The candidate should possess a doctoral degree or abilities equivalent to/greater than a doctoral recipient.
 - ② Education Experience: The candidate should possess substantial experience with university education.
 - ③ Work Experience: The candidate should possess work experience relevant to

international exchange at universities.

- ④ Other: Although nationality will not be a factor, the candidate should have a high degree of Japanese and foreign language (English) communication abilities.

6. Term Limitation: None

7. Est. Starting Date: April 1, 2025 or as soon thereafter as possible

8. Salary: Determined based on Tohoku University's employee regulations

9. Application Materials

- 1) Curriculum Vitae (education history, employment history, photo not required) (use official form)

*The form can be downloaded using the URL below.

https://c.bureau.tohoku.ac.jp/jinji-top/external/resume_cv/

- 2) List of educational and academic achievements (research achievements categorized by publications, articles, presentations at academic conferences, and other; indicate for each whether it was peer-reviewed or not)
- 3) Reprints of three major works (copies accepted) with summaries of each (approx. 300 Japanese characters per summary)
- 4) Summary of education/research achievements so far (approx. 2000 Japanese characters)
- 5) Goals for promoting international education exchange (approx. 2000 Japanese characters)

10. Application Deadline: February 14 (Fri.), 2025 (late applications not accepted)

11. Screening Method: internal recruitment by the IEHE

12. Inquiries:

- 1) Inquiries about Internal Recruitment

Tohoku University Institute for Excellence in Higher Education

Global Learning Center, Prof. SUEMATSU Kazuko

Email: kazuko.suematsu.a3 * tohoku.ac.jp

(Replace * with @ in the email address.)

- 2) Address for Submitting Printed Materials

980-8576 Miyagi-ken, Sendai-shi, Aoba-ku, Kawauchi 41

Education and Student Support Department, Student Exchange Division, General Affairs
Section, SASAKI Shiho

Phone: 022-795-7776 Email: glc-saiyo * grp.tohoku.ac.jp

(Replace * with @ in the email address.)

13. Submission Instructions: Submissions are accepted by email.

Send the necessary materials as digital files to the email address above (glc-

saiyo*grp.tohoku.ac.jp).

The files should be in password-protected PDF format. Inform us of the password in a separate e-mail message. Please enter "CLC2024-2" as the message's Subject field.

Be sure to confirm that you received notification of receipt of the materials. If you do not receive the notification of receipt within two business days (excluding weekends, national holidays, or other non-business days), please inquire by telephone to confirm that your materials were received.

14. Other

- Tohoku University is committed to promoting Diversity, Equity & Inclusion (DEI) and actively encourages applications by people from diverse backgrounds.

Tohoku University's statement on DEI: <https://dei.tohoku.ac.jp/vision/about/>

- Based on Article 8 of Japan's Act on Securing, Etc. of Equal Opportunity and Treatment between Men and Women in Employment, if multiple candidates are determined through impartial assessment to possess equal abilities required for a position, women will be preferentially hired as part of our efforts to improve the ratio of women instructors at the university.

- Tohoku University offers some of the best daycare services in Japan, with all employees having access to the Kawauchi Keyaki Nursery (limit: 22), Aobayama Midori Nursery (limit: 116), and for those in the Seiryō area, the Hoshinoko Nursery (limit: 120). Employees can also use the Tohoku University Hospital care center for children recovering from light injuries/illness.

- For further details on equal support efforts, including promotion of paternal leave etc. for men, research support, and inclusive participation, see the URL below.

Center for Gender Equality Promotion:

https://dei.tohoku.ac.jp/vision/consulting/for_family/

Tohoku University Administration Bureau

<https://c.bureau.tohoku.ac.jp/jinji-top/external/a-4-kosodate/>