

December 19 ,2024

ATTN: Dirs. of Relevant Institutions

Institute for Excellence in Higher Education
TAKIZAWA Hirotugu

Job Announcement

Greetings

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

Within our university's internationalization projects, such as the Top Global University Project (MEXT: 2014-2023), the Global Learning Center (GLC) has played a central propulsive role for the entire university with regards to Intercultural Collaborative Learning (ICL) which incorporates collaboration between international and domestic students in curricular and extracurricular activities. Our university applied for, and was accepted by, the new Multicultural Campus Project toward Social Impact (MEXT: 2024-2029). This project aims to improve our curricular/extracurricular ICL environment, further promote university internationalization, and achieve a positive cycle of international exchange leading to consistent outbound and inbound study abroad by excellent students.

The Institute for Excellence in Higher Education (IEHE) is recruiting instructors with substantial educational/research experience in ICL development/implementation, relationship building for community partnerships, promotion of curricular/extracurricular multicultural collaborative learning activities, etc. I apologize for asking at this busy time of year, but I request that you kindly pass this information on to the relevant people at your institutions. Tohoku University is committed to the promotion of gender equality.

Best regards

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GLC Open Recruitment No.: GLC2024-3

1. Department: The candidate will belong to the Division of Developmental Research in Education Programs, International Education Development Office and perform work for the GLC.
2. Positions: Specially Appointed Assistant Professor (Research), Specially Appointed Senior Assistant Professor (Research), or Specially Appointed Associate Professor (Research)
(2 openings)
3. Field of Specialization: Intercultural education, international education, internationalization of higher education, international student education, or other fields related to university education internationalization
4. Duties:
 - 1) Develop/implement ICL classes (including those incorporating community collaboration)
 - 2) Develop/implement ICL activities
 - 3) Coordinate with collaborating enterprises/institutions and overseas partner schools, prepare/implement joint plans

- 4) Internal/external PR activities
- 5) Other tasks related to the GLC

5. Qualifications

- 1) Academic: Ph.D. or equivalent research achievements
- 2) Education Experience: suitable teaching experience or equivalent skills for conducting university education
- 3) Other: Although nationality will not be a factor, we prefer candidates who have: ① a high degree of practical foreign language ability (English or Japanese), and
② the ability to conduct classes using English

6. Term Limitation: 5 years

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

8. Salary: Annual (Tohoku University's pay scale applies)

9. Application materials: Please submit the following documents in Japanese or English.

- 1) Curriculum Vitae (education history, employment history, photo 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 (overview of research achievements, categorized by 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 English words per summary)
- 4) Summary of education/research achievements so far (approx. 2000 characters)
- 5) Goals for education/research (approx. 2000 characters)
- 6) One letter of recommendation

10. Application Deadline: January 20 (Mon.), 2025 (late applications not accepted)

11. Screening: Application materials will be screened, then candidates will be interviewed (includes a demonstration class). (Travel expenses must be paid by the candidate.)

Examinations may be conducted by Internet for candidates in overseas locations who cannot come in person.

12. Inquiries

- 1) Inquiries about Internal Recruitment

Tohoku University Institute for Excellence in Higher Education

Global Learning Center, Center Director SUEMATSU Kazuko

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

(Replace * with @ in e-mail addresses.)

- 2) Application submissions

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

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

Manager, SASAKI Shiho

Tel: 022-795-7776

E-mail: glc-saiyo*grp.tohoku.ac.jp

(Replace * with @ in e-mail addresses.)

13. Submission instructions: Submissions are mainly accepted by e-mail, but can be accepted by postal mail as well if necessary.

E-mail submissions: Send the necessary materials as digital files to the e-mail 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 "GLC Open Recruitment No.: GLC2024-3" as the message's Subject field.

Be sure to confirm that you received notification of receipt of the materials (this is not an automated message; it will be sent by a university staff member). All correspondence from the university, including the receipt notification, will be sent from the same address used for the submission of application materials. Please be sure to read any mail from this address, and carefully read the explanation in the receipt notification.

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

Postal submissions: Write "Application Enclosed (GLC Open Recruitment No.: GLC2024-3)" on the front of the envelope, and send it by registered mail to Ms. Sasaki at the address above. Warning: application materials will not be returned.

14. See the below website for information on the Future Global Leadership Undergraduate Courses.

[Undergraduate \(English\): Future Global Leadership Program | Tohoku University](#)

15. Other

1) 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/>

2) 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.

3) The university strives to realize an environment that values diversity in student and staff academics, research, and duties. For our guidelines and specific initiatives, please see "Tohoku University ~Live as Who You Are~ Guidelines for Gender and Sexual Diversity."

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

4) 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.

5) 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/>