

## **Position Opening Announcement**

### **1. Position:**

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

### **2. Number of Job Opening:**

One

### **3. Responsibilities:**

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

Tasks:

- (1) To advise and/or assist non-native English writers (both Japanese and non-Japanese) writing Dissertations, theses and papers in English
- (2) To lecture the fundamentals of English thesis writing
- (3) To assist GSID staff and faculty members preparing English documents and papers
- (4) To teach classes of Academic Writing Skills a and Academic Writing Skills b
- (5) Other work which the Academic and Student Affairs Committee considers necessary

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

Fixed-term appointment with the duration of three years for the first term, which is renewable for only one additional term through the usual application and screening procedure on 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. 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) Those who do not have difficulty in daily communication in Japanese for administrative work

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

#### **6. Application Requirements:**

(1) Curriculum vitae (in English, with a passport-size photo. E-mail addresses 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(4) Copies of up to three published and/or unpublished papers written in English;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)

\* Six (6) sets of the documents above (1 original and 5 photocopies) are required.

\* The application documents, including submitted publications, will not be returned.

\* 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.

#### **7. Application Deadline:**

A complete application package should reach GSID by 17:00 on January 19, 2018.

#### **8. Expected Starting Date of Duty:**

June 1, 2018 (negotiable)

#### **9. Selection Process:**

The first screening:

Examination of application materials.

The second screening:

An essay examination and interview will be conducted for selected candidates. Candidates are also requested to give a trial lesson. The second screening is currently scheduled from late January to late February, 2018.

(Note that GSID will not bear your travel expenses to Nagoya University for the examination and interview.)

**10. Applicants should send application materials to:**

Professor Sanae ITO, Dean, 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.

**11. Other Information:**

If you have further questions, please contact:

Koichi USAMI, GSID. e-mail: [usami@gsid.nagoya-u.ac.jp](mailto:usami@gsid.nagoya-u.ac.jp)

(Inquiry by telephone will not be accepted)