

January 24, 2025

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Dean  
Research Faculty of Media and Communication  
Hokkaido University

## **Announcement of Job Opening**

To Whom It May Concern:

Hokkaido University is pleased to announce an opening for a non-tenured English language teaching position.

### **1. Position**

A full-time specially appointed, non-tenured associate professor or professor in the Research Faculty of Media and Communication, Hokkaido University.

### **2. Affiliation**

[Immediately after hiring] The Research Faculty of Media and Communication  
[Scope of Change] Location as determined by the University

### **3. Teaching Duties**

[Immediately after hiring] Teaching English as a foreign language to undergraduate students along with other English language-related subjects.  
[Scope of Change] Duties as determined by the University

### **4. Qualifications**

- (i) Native speaker of English,
- (ii) Master's degree (PhD holder preferred),
- (iii) Active research career in Linguistics/TESOL, Area Studies (American Studies, British Studies, Asian/Japanese Studies, etc.) or Media Studies.
- (iv) Professional qualifications and/or work experience in TESOL.

### **4. Contract Period**

The contract period is four years. Contract renewal is possible depending upon evaluation of work/academic achievements during the contract period. The period of the renewed contract is four years for a total of 8 years maximum.

### **5. Trial period**

1 month

### **6. Salary**

Roughly 6.4 million yen per year for associate professor, and 7.4 million yen per year for professor.

### **7. Working Arrangements**

- Discretionary Labor System for Professional Work or Fixed Working Hour System based on

agreement

- Determined in accordance with the Hokkaido University Working Hours, Break Times, Holidays and Leave Rules
- [For Discretionary Labor System for Professional Work]  
The work hours per day are deemed as 7 hours and 45 minutes
- [For Fixed Working Hour System]  
Work hours: 8:30 to 17:00  
Break time: 12:15 to 13:00  
Overtime work: Applicable

#### **8. Health Insurance, Pension, and Other Insurance**

Covered by Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association, Welfare Pension, Worker's Compensation Insurance, and employment Insurance

#### **9. Name of Recruiter**

Hokkaido University

#### **10. Measures to Prevent Second-Hand Smoke**

No smoking on campus except for the designated outside smoking areas

#### **11. Responsibilities**

- (i) Teaching a maximum of 9 courses (18 classroom hours) per week,
- (ii) Conducting academic research and developing teaching materials,
- (iii) Entrance examination preparations and grading

#### **12. Contract Commencement Date (Scheduled)**

October 1st, 2025

#### **13. Application Materials (3 documents in total)**

**To be sent via the JREC-in application site**

- 1) An application form (one Word or PDF file) containing:
  - a) Cover letter (2 pages of A4 maximum) including your reasons for applying, teaching philosophy, and any particular contributions you can make to the department,
  - b) Resume (include your date of birth),
  - c) List of publications. List separately those publications in refereed journals and those which are unrefereed articles or conference presentations/proceedings,
  - d) Contact details (name, affiliation, title, email address, telephone number) of two referees. At least one must be currently employed in higher education.
- 2) One sample of your research  
A PDF file or scan of a published paper, a draft of a conference presentation, or an MA/PhD thesis chapter.
- 3) A scanned version of the degree certificate of the highest degree obtained.

#### **14. Application Deadline**

March 28th, 2025 (Japan Time: 5:00 PM)

### 15. Submission Address

Please submit the application documents by making a single ZIP file and uploading via the JREC-IN portal (<https://jrecin.jst.go.jp/seek/SeekTop?ln=1> ). Refer to the manual (p.32~) at the following URL for details:

[https://jrecin.jst.go.jp/html/app/seek/manuals/jrec-in-portal\\_user\\_manual\\_en.pdf](https://jrecin.jst.go.jp/html/app/seek/manuals/jrec-in-portal_user_manual_en.pdf)

The ZIP file should contain PDF files of (1) (a)~(d), (2) and (3), and be titled with your first and last names as follows: “Firstname\_Familyname.zip”.

\*Personal information will be used for screening purposes only.

### 16. Contact Information

All inquiries should be made by e-mail only to:

Eiko TSUCHIDA

Email: [tsuchida@imc.hokudai.ac.jp](mailto:tsuchida@imc.hokudai.ac.jp)

Faculty Website: <https://www.imc.hokudai.ac.jp/rfmc/>

\* Hokkaido University strives to promote education and research activities by a diverse group of talent and through gender equity. We particularly welcome applications from women researchers. The University is committed to supporting a work-life balance and creating an environment that empowers all members of the University to demonstrate their abilities to the fullest.