

**The Ritsumeikan Trust**  
**AY2025 Application Guidelines**  
**for Non-Fixed Term Full-Time Lecturer in a Foreign Language**

**1. Position:**

Non-Fixed Term Full-time Lecturer in a Foreign Language

**2. Starting Location:**

Ritsumeikan Junior and Senior High School (Nagaokakyo City, Kyoto, Japan)

**3. Duties and Responsibilities:**

Successful applicants will engage in the following duties including extracurricular activities, such as club activities

- (1) Teach a subject in a foreign language
- (2) Coordinate Full-time Foreign Language Lecturers and Part-time Teachers for foreign language class management
- (3) Draw up foreign language learning plans and implement these plans
- (4) Prepare examination questions that are to be used in class and proctor examinations
- (5) Engage in work related to international exchange
- (6) Engage in duties related to entrance examinations
- (7) Attend designated meetings
- (8) Engage in other work related to teaching in a foreign language

**4. Opening (Subject, Recruitment Number):**

English: One position

**5. Work Commencement Date:**

April 1, 2025

**6. Qualification Requirements:**

**Preference would likely be given to those who meet these conditions.**

- a. Hold a Japanese junior and senior high school provisional teaching license for the English, or those who are expected to obtain the license by March 31, 2025.
- b. Hold a teaching license for the subject applied for in applicants' home country.
- c. Have sufficient Japanese language proficiency needed to handle daily administrative affairs and, when necessary, communicate in classes.

**Both conditions must be met.**

A	Be able to start working on April 1, 2025.
	Hold a BA or higher degree.

**One of these conditions must be met.**

<b>B</b>	1	Hold both Japanese junior high school and senior high school (Class 1 or Specialist) teaching licenses for English, or be expected to obtain these licenses by March 31, 2025
		Hold one of the following certifications with scores as listed in (1) through (4). (1) EIKEN Test (Eiken Foundation of Japan) Grade 1 (2) TOEFL iBT® Test (CIEE) 100 or more (3) TOEIC® Test 900 or more (The Institute for International Business Communication) (4) IELTS 7.0 or more (Limited to the Academic Module. Overall Band Score) * The certifications except EIKEN Test must be passed or obtained in regular examinations held in July 2022 or later.
	2	Speak English as a First Language, or demonstrate equivalent ability.
		Hold an English teaching qualification (TESOL, TEFL, CELTA, etc.), or be expected to obtain the qualification by March 31, 2025
	3	Speak English as a First Language, or demonstrate equivalent ability.
		Hold both Japanese junior high school and high school (Class 1 or Specialist) teaching licenses for English, or be expected to obtain these licenses by March 31, 2025

**7. Application Documents:**

- 1) Application form  
 Use the designated form (Please download the form from the employment website: Go to <<http://www.ritsumei.ac.jp/ikkan/bosyu.html>> and see “Non-Fixed Term Full-time Lecturer in a Foreign Language”). A photo must be attached.  
 (Submit in word format.)
- 2) Work experience resume, if applicable (One page, A4 size)  
 (Submit in word format.)
- 3) Copies of all university diplomas, both undergraduate and graduate  
 (Submit in JPEG or PDF format.)
- 4) Copies of academic transcripts from all undergraduate and graduate studies  
 (Submit in JPEG or PDF format.)
- 5) Copies of English teaching certificates, if applicable (e.g. TESOL, TEFL, CELTA)  
 (Submit in JPEG or PDF format.)
- 6) Copies of any teaching licenses from your home country or other teaching licenses, if applicable  
 (Submit in JPEG or PDF format.)
- 7) A copy of one of the certifications or scores listed in “6. Qualification Requirements” Table “B.1” (1) through (4) (only for applicants who apply by the requirements listed in “6. Qualification Requirements” Table “B.1”)  
 (Submit in JPEG or PDF format.)

**\*Please set file names of application documents to one-byte alphanumeric characters.**

**8. Application Period:**

Applications are accepted between **Saturday, May 18, 2024 and**

**Wednesday, June 12, 2024, 23:59 (Japan Standard Time).**

**9. How to Apply:**

Please upload the application documents listed in 7. above using the following online recruitment system.

◇Except 3),4),7)

<https://reg18.smp.ne.jp/regist/is?SMPFORM=leqg-ljmjpb-683389f81167c686008dc4e9078a00eb>

◇3)

<https://reg18.smp.ne.jp/regist/is?SMPFORM=leqg-ljmjpi-795dcc9d7895c4ef863e0e855822a475>

◇4)

<https://reg18.smp.ne.jp/regist/is?SMPFORM=leqg-ljmjqb-12c0f0d7a3336d07bb3ba7950bf980aa>

◇7)

<https://reg18.smp.ne.jp/regist/is?SMPFORM=leqg-ljnbnd-1397a485bd71e5f204bc832709fa3d7f>

**10. Contents of the Selection**

**(1) Selection Schedule:**

Selection Stage 1	Application Screening
Selection Stage 2*	Mock Lesson and Interview Date: One of the following dates: July 20, 21, 27 or 28, 2024 • The date and time will be announced to successful applicants of the Selection Stage 1 by July 12. Venue: Kansai Venue (Kyoto City)
Selection Stage 3*	Final Interview Date: One of the following dates: August 31 or September 1, 2024 • The date and time will be announced to the successful applicants of the Selection Stage 2. Venue: Ritsumeikan Suzaku Campus (Kyoto city)

\* Transportation expenses will not be provided.

**(2) Exemption from Part of the Selection Process**

Those for whom the following are applicable will be exempted from part of the selection process.

Exemption Type	Reason for Exemption	Exempted Selection Stage
① Full-time lecturers who already work at one of the Ritsumeikan Trust's affiliated schools.	1. Those who have been employed in one of the following positions at the Ritsumeikan Trust from at least April 1, 2023 to the time of application will be exempted from the initial screening. • Full-time Lecturer (常勤講師) • Special ( <i>Tokubetsu</i> ) Lecturer for the International Baccalaureate Program (国際バカロレアプログラム特別講師) Please be sure to clearly indicate your employment type and period in the work experience resume section of the "Application form".	Selection Stage 1

## 11. Salary/Benefits :

Salary/Benefits will be paid in accordance with the policies of the Ritsumeikan Trust.

Basic Annual Salary	The salary for the first year is 5,500,000 yen. The basic annual salary shall be determined as a yearly amount and divided by twelve, and one twelfth (1/12) of the basic annual salary shall be paid each month. No bonuses shall be paid. There shall be a possibility of a pay raise. Maximum salary shall not exceed 6,500,000 yen.
Allowances	Commuting allowance, etc. No retirement allowance shall be paid.
Social Insurance	The employees are required to join the Mutual Aid Association of Private School Personnel (Shigaku Kyosai) during the term of their employment at Ritsumeikan Trust. Ritsumeikan Trust and the employees shall pay a prorated cost in accordance with Japanese law. The employees are also required to join the Shigaku Kyosai pension scheme, and that fees for the pension and health insurance and Nursing Care Insurance plans will be deducted from the employee's salary each month.
Employment Insurance	The employees are required to join employment insurance during the term of their employment at Ritsumeikan Trust. Ritsumeikan Trust and the employees shall pay a prorated cost in accordance with Japanese law. Please be advised that the fees for employment insurance plans will be deducted from the employee's salary each month.
Age of Retirement	The mandatory age of retirement is 60 years old.

## 12. Transfers:

- Transfers between affiliated schools and offices located in the Kyoto-Shiga area may be made.
- In principle, transfers between affiliated schools located in the Kyoto-Shiga area and Ritsumeikan Keisho Junior and Senior High School located in Hokkaido are not made. However, transfers may be made considering personal requests.
- The extent to which job responsibilities in the position can be changed will be determined by Ritsumeikan Trust Corporation.

## 13. Contact:

Office of Human Resources (Jinji-ka), Division of Human Resources,  
The Ritsumeikan Trust

[Tel] +81 75 813 8510 (9:00 am – 5:30 pm, Monday – Friday)

[E-mail] [treruit@st.ritsumei.ac.jp](mailto:treruit@st.ritsumei.ac.jp)

\*If you have any inquiries, please feel free to contact us.

\*If not urgent, please contact us by email.

## 14. Other Information

- 1) Please go to the Ritsumeikan Trust Employment Information website (URL : <http://www.ritsumei.ac.jp/ikkan/bosyu.html/>) and see “Specially Hired Tenured English Teacher”.
- 2) Download the application form from the website above or create your application

form using the same format.

3) In order to further promote diversity and inclusion, Ritsumeikan has established the “Guidelines for Providing Reasonable Accommodation to Ritsumeikan Trust Faculty and Staff” and when a faculty or staff member with a disability expresses a need for reasonable accommodation, the Ritsumeikan Diversity and Inclusion Promotion Office takes the lead considering the content of reasonable accommodation to be provided individually based on the needs of each individual.

If you require reasonable accommodation in order to take part in the selection process for this job, please contact us by June 12.

The “Guidelines for Providing Reasonable Accommodation to Ritsumeikan Trust Faculty and Staff” can be found at the following link.

< Ritsumeikan University Office of Diversity and Inclusion Promotion website >

<https://en.ritsumeikan-trust.jp/diversity/>

4) We are planning to hold a web-based information session as follows. Please note that participation in the information session will not affect your selection for employment.

■Friday, May 31, 2024 19:00-20:00

Online Information Session for Full-time Teachers (including English Special Recruitment) (Explanations related to special English recruitment will be given in English.)

To register for the above online information session,  
please access the following URL or the QR code on the right.  
<https://forms.office.com/r/cfUt9rBADM?origin=lprLink>



**Handling of Personal Information**

Application documents will be used only for the recruitment selection process and personnel management of the recruits, and will not be used for any other purposes. Any personal information gathered will be managed securely in compliance with the Act Concerning Protection of Personal Information.