

The Ritsumeikan Trust
AY2023 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.

- (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: A few positions

5. Work Commencement Date:

April 1, 2023

6. Qualification Requirements:

All requirements listed in Table A below and one of the requirements listed in Table B (1, 2 or 3) must be met. In addition, it is preferred that the conditions listed below (a, b and c) are fulfilled.

- a. Hold a Japanese high school provisional teaching license for the English, or those who are expected to obtain the license by March 31, 2023.
- b. Hold a teaching license for the subject applied for in their home country.
- c. Have sufficient Japanese language proficiency needed to handle daily administrative affairs and, when necessary, communicate in classes.

A	Be able to start working on April 1, 2023.
	Hold a BA or higher degree.

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, 2023
		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 2020 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, 2023
	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, 2023

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 21, 2022 and Wednesday, June 15, 2022, 23:59 (Japan Standard Time).**

9. How to Apply:

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

<https://rw.ritsumei.ac.jp/survey/SVA20D0.html?key=SUR20220511155941568801021>

10. Contents of the Selection

(1) Selection Schedule:

Selection Stage 1	Application Screening
Selection Stage 2*	Sample Lesson and Interview Date: One of the following dates: July 23, 24, 30 or 31, 2022 • The date and time will be announced to successful applicants of the Selection Stage 1 by July 15. Venue: Kansai Venue (Kyoto City)
Selection Stage 3*	Final Interview Date: One of the following dates: September 3 or 4, 2022 • 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 for at least one year as of March 31, 2022 and who continue to be employed as the same after April 2022 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 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.

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] trecruit@st.ritsumei.ac.jp

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

*If not urgent, please contact us by email.

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.