Job Announcement for **Adjunct Lecturer** in the Higher Education Center

1. Position and number of openings

Adjunct lecturer (Part-time, non-tenured lecturer): 1 opening

2. Duties

(1) Teaching English classes (up to 8 per semester; 15-16 per year) in the General Education curriculum;
(2) Supporting regular faculty by assisting them in developing class materials, managing assessment tests and FD events, etc.
(3) Helping to manage the English e-Learning system, supporting part-time English instructors, meeting with students during office hours, and assisting in the management of the Global Café;
(4) Other duties related to the mission of the Higher Education Center.

3. Employment status and compensation

(1) Period of contract: April 1st, 2026 to March 31st, 2027
(2) Possibility of renewal: Yes (The contract will be renewable up to March 31st, 2031)
(3) Conditions for renewal will be based on the lecturer's work performance, capabilities, and budget issues.
(4) Working hours: Mondays, Wednesdays, and Thursdays: 8:30~17:00; Fridays: 9:30~18:00
7.5 hours per day/ 4 days per week
(5) Salary: Hourly wage. The amount of the wage will be determined by work experience, etc.
Reference: The hourly wage will range between 2,206 yen to 2,805 yen. This is based on the wages of tenure-track Lecturers (Educational Faculty Level 13), ranging from the lowest to the highest level.
(6) Salary for each month will be paid on the 17th of the next month. If this date falls on a weekend or public holiday, the salary will be paid on a different date.
(7) Bonus and severance pay: None
(8) Benefits: If conditions are met, a travel allowance will be provided.
(9) Travel expenses (for lecturers with families outside of Kagawa prefecture): None
(10) Compensation will be determined according to Kagawa University part-time staff salary regulations

4. Qualifications

(1) Applicants should possess at least a Master's degree in an English-related field.
(2) An applicant who possesses at least two years of work experience at the secondary or tertiary educational level is desirable.
(3) Applicants should have sufficient Japanese proficiency to carry out work-related duties without difficulty.

5. Date of employment

Employment will begin on April 1st, 2026.

6. Submission deadline

December 23 (Tuesday), 2025 by 5:00 PM JST (Materials must be received by this date and time.)

7. Materials to be submitted

The materials below should be submitted either by postal mail or as uploads through JREC-IN Portal Web. In the case of JREC-IN Portal Web applications, all materials should be converted to PDF form and uploaded to https://jrecin.jst.go.jp/seek/SeekTop.

In the case of postal applications, please send all materials by registered mail with "Application for Adjunct Lecturer Position" written in red ink on the front of the envelope. Please be sure that the application package is received by the deadline indicated in **6** above.

(1) Curriculum Vitae (1 copy)
(2) A statement of your aspirations if hired by Kagawa University (A4-sized; about 2,000 Japanese characters or 1,000 words in English). (1 copy)
(3) Research History (1 copy)
(4) Diploma of highest degree earned (1 copy)

* For (1) and (2), please download the forms posted on the Higher Education Center homepage (https://www.kagawa-u.ac.jp/high-edu/)
* In principle, submitted forms, etc., will not be returned. Following Kagawa University's confidentiality policies, these materials will not be used for any purposes apart from the selection process.

8. Place to submit materials

JREC-IN Portal Web：https://jrecin.jst.go.jp/seek/SeekTop

Postal applications: Please send all materials to the address below.
Director, Higher Education Center
Kagawa University
1-1 Saiwai-cho
Takamatsu, Kagawa 760-0016

9. Selection process
1st phase: review of materials; 2nd phase: mock lesson and interviews
Successful candidates in the first phase will be contacted by email for a mock lesson/interview at Kagawa University (travel expenses to the university must be paid by the applicant). Depending on circumstances, mock lessons/interviews may have to be conducted online.

10. Mock lesson/interview dates
Applicants will be informed of the mock lesson/interview date by email.

11. Hiring decision
When the selection process has been completed, applicants will be informed of the hiring decision.

12. Other
When applicants with similar qualifications and achievements apply for the same position, the hiring decision may be influenced by our commitment to ensuring the gender balance of employees at Kagawa University.

13. Contact
Inquiries regarding this application should be directed to:

E-mail address: kodera.kenji@kagawa-u.ac.jp
Telephone: 087-832-1519