

Call for Associate Lecturer

The College of Liberal Arts, Department of International Cooperation and Multicultural Studies at Tsuda University, is seeking an Associate Lecturer (*jokyō*).

Requirements

- (1) Academic publications based on fieldwork research in the disciplines of the humanities and social sciences
- (2) Teaching experience at university-level or equivalent (desirable)
- (3) An ability to teach in English (desirable)
- (4) Fluent spoken and written Japanese language skills
- (5) An ability to engage in educational and research activities based on a firm understanding of the university's founding principles
- (6) To be able to participate in the management of events organized by the department
- (7) Be willing and able to actively contribute to non-teaching tasks such as entrance examinations and graduate school/research institute operations
- (8) A doctoral degree or equivalent completed before the starting date

Job Description/Responsibilities

- (1) Teaching introductory seminar for first-year students (90-minute class once a week throughout the year)
- (2) Student counseling (60-90 minutes once a week) and fieldwork safety management for students
- (3) End-of-term exam and entrance exam supervision and marking duties
- (4) Miscellaneous duties relating to the Graduate Program in International and Cultural Studies and Institute of International and Cultural Studies (including participation in a 90-minute class once a week)

Employment Period

Two years

Place of Work

Kodaira Campus, 2-1-1 Tsuda-machi, Kodaira-shi, Tokyo 187-8577

Salary

Salary is determined according to the university regulations

Working Conditions

Based on university regulations

Number of Positions Available

One person

Starting Date

April 1, 2026

Application Deadline

September 26, 2025, 16:30 (must arrive by this time)

Application Method

- (1) Fill out the required information in Japanese on the Google Form
<https://forms.gle/hzgCvn2H9AHg8Rxh9>
- (2) Attach Curriculum Vitae in Japanese (including details of classes taught to date). No fixed format. The file name should be “履歴書_氏名”.
- (3) Attach list of all academic publications and presentations including M.A. and Ph.D. Please specify whether articles are peer reviewed. The file name should be “研究業績_氏名”.
- (4) Attach three major publications.
*If a publication (e.g., a book) cannot be uploaded as a PDF via the Google Form, the original or a copy must be sent by post to the address below.
- (5) Attach an outline of the applicant's future research plans and aspirations (around 2,000 characters in Japanese, no fixed format).
- (6) Attach an outline of educational aspirations while at Tsuda University (around 1,000 characters in Japanese, no fixed format).
- (7) Attach copy of graduation certificate and/or transcript of the highest degree earned.
- (8) Request Letter of Recommendation from someone familiar with the applicant's personal character and research. Please ask the referee to submit using the following Google Form:
<https://forms.gle/FGZ5di7N49c2uuAz6>
*For referees who prefer to submit the Letter of Recommendation by post, please ask them to use the address below.
*Attached materials should be submitted as A4-size PDFs.
*Additional materials may be requested following the initial screening.

Postal address for materials that cannot be sent via the Google Form

2-1-1 Tsuda-machi, Kodaira-shi, Tokyo 187-8577

Department of International Cooperation and Multicultural Studies,
College of Liberal Arts, Tsuda University

*Please write 「助教応募書類在中」 clearly on the front of the envelope and send by registered mail (簡易書留) or Letter Pack Plus. Application materials will not be returned.

Selection Schedule

First Stage: After initial screening of the application materials, short-listed candidates will be contacted.

Second Stage: Those who pass the first stage will be invited to interview and to give a lecture scheduled to take place on October 28th or 29th.

*Interviews and lectures will take place at Kodaira Campus. Candidates will not be reimbursed for travel expenses. We will contact you after the selection process ends.

Notification of Results

All applicants will be notified of the results after the selection process has been completed.

Enquiries and Other Information

- (1) Send inquiries by e-mail to <mikoubo2026@tsuda.ac.jp> in Japanese, with the title "問合せ(助教人事)"
- (2) Tsuda University is an equal opportunities employer with a policy of promoting internationalization and diversity and does not discriminate in any way on the basis of nationality, gender, faith, or disability in the process of recruitment or promotion of teachers.
- (3) Personal information will be treated confidentially in accordance with the University's regulations on personal data protection, and will not be used for any purpose other than selection of personnel.

*On August 8th, we added information about the Job Description/Responsibilities.