

Recruitment of Professor, Associate Professor or Lecturer
(specialising in translation, translational studies and related areas)

Content of job information:

The Faculty of Literature and Arts at Kyoritsu Women's University invites applications for a full-time faculty member specialising in translation, translational studies and related areas.

Job description:

- Classes to be taught: 6 of the classes listed below for one semester (7 classes when the graduate school has students) The position will be responsible for at least six half-yearly courses in accordance with the University's regulations, with a focus on translation and intercultural understanding (English-speaking countries).
- Work related to the preparation of entrance examinations (English)
- Work and committee activities related to the Faculty of Arts and Letters and the university.

Classes to be taught: 6 of the following classes for one semester (7 classes when the graduate school has students)

General Introduction to Theory and Practice of Translation, Topics in Translation, Theory of English Translation, English Translation Practice, General Introduction to Cross-cultural Studies, Cross-cultural Studies A (Japan and English-speaking countries), Graduation seminar, Graduation Thesis, First Year Seminar (learning basic study skills), and Introduction to Leadership for Problem Solving (first year experience)

※The following may be included in the list: courses to develop English proficiency, English and American literature and culture, and related postgraduate courses.

Institution Address: 2-2-1 Hitotsubashi, Chiyoda-ku, Tokyo 101-8437

Number of staff required: 1 (Professor, Associate Professor or Lecturer)

Date of starting work: April 1, 2025

Job type: Full-time Professor, Associate Professor or Lecturer

Employment status: Full-time (permanent contract)

Work location: Tokyo

Eligibility: Applicants must fulfil the following (1) to (3).

- (1) Those who hold a master's degree or equivalent in translation studies, English, or a related field.
- (2) Those who have experience in translation.
- (3) Those who are familiar with the research field related to the courses they are in charge of: not only basic translation theory but also translation based on the crosscultural communication and cultural adaptations. The candidate should also be able to teach with a view to the use of recent machine translation and generative AI.

The following points should also be considered.

- (4) Those who have the Japanese language skills necessary to carry out their duties.
- (5) Those with an interest in the digital humanities and a willingness to actively incorporate the use of ICT in teaching the courses.
- (6) Those who have an interest in the culture and literature of English-speaking countries, or have experience in teaching related subjects.

Compensation:

- (1) Retirement at age 65
- (2) Salary, etc. According to university regulations

Application period: Until November 20, 2024 Application

method and selection details:

1. Document screening (Must arrive by November 20)

Please write the following (1)-(6) in Japanese or English and send them to the address below.

- (1) CV1, Personal information (university-designated format, photo attached) 1 copy
- (2) CV2, Educational/research achievements (university-designated format) 1 copy
- (3) Publications (Up to 3 major publications, photocopies acceptable. May include translations as well as academic papers)
- (4) Copy of final degree certificate, 1 copy
- (5) Aspirations for education at the Faculty of Arts and Letters, Kyoritsu Women's University (approximately 1 sheet of A4 size paper, format free) 1 copy
- (6) "Theory of English Translation" Syllabus (14 lectures per semester for 3rd year students and above. Designated format) 1 copy

[Send to]

2-2-1 Hitotsubashi, Chiyoda-ku, Tokyo 101-8437

Kyoritsu Women's University, Main Building 1416

Faculty of Arts and Letters, Department of English and English Literature

*All applications should be sent by simple registered mail, and please write “application documents enclosed” in red on the front.

*The results of the document screening will be communicated to the e-mail address indicated in the CV1 by the end of November.

2. Interview (Only those who pass the document screening)

Conducted face-to-face on December 15. A candidate is expected to give a trial class to the interviewees. (On the topics listed in the submitted syllabus “Theory of English Translation”, 20 minutes).

Notes:

- (1) Personal information included in application documents will not be used for purposes other than screening the applicants.
- (2) In principle, documents submitted at the time of application or during the selection process will not be returned. If you wish to have them returned, please enclose a cash-on-delivery slip with the return address and write “please return documents” in red on the envelop that contains your application.
- (3) Travel expenses, accommodation fees, etc. required for coming to the interview should be paid by the applicant.
- (4) Please note that we cannot respond to inquiries regarding the selection process and results.
- (5) The Faculty of Arts and Letters actively welcomes applications from female researchers in accordance with the founding spirit of the university and the facilitation of greater gender equality.

[Contact] Inquiries are accepted only by email.

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