

Date: August 26, 2025

Open Faculty Position at Nara Women's University

1. Affiliation

Nara Women's University, Division of Humanities and Social Sciences

2. Workplace

(Immediately Upon Employment) Nara Women's University

(Scope of Change) Workplace designated by the Nara National Institute of Higher Education
and Research

3. Work location

Kitauoya-Nishimachi, Nara-shi, Nara 630-8506

4. Position and the number of opening

Lecturer, 1 (one)

5. Commencing date of employment

April 1st, 2026

6. Terms of employment

Non-tenure track, fixed term (5 years), non-renewable

7. Field of specialization

Linguistics, Literature, English Education, Comparative Cultural Studies, Cross-cultural
Communication, Area Studies or related fields of study

8. Responsibilities

(Immediately Upon Employment)

(1) Teaching responsibilities

Specialized subjects in Faculty of Letters, such as "English Communication A/B" and other
courses focusing on intercultural understanding

University common subjects, such as "Practical English" and "Presentation English"

(2) Entrance examination-related tasks

(3) Undertaking such other duties as designated by the head of the faculty

(Scope of Change) Educational and research duties, and related ancillary tasks

9. Qualifications

Applicants must satisfy all of the following requirements:

- (1) Has to be a native speaker of English. Japanese proficiency relevant to the institution's administrative activities is preferred.
- (2) Has to hold a Master's degree or higher
- (3) Has to be able to teach specialized subjects and supervise students in research at undergraduate level
- (4) Has to be able to advise and assist international students and students who wish to study abroad

10. Required application materials

- (1) Curriculum Vitae (Please include contact information, academic history after high school, employment history, academic memberships and social activities, and licenses and certifications. If you have taught at university level, please include subject classes in your employment history. Use the specified form.)
- (2) List of publications and presentations (monographs, published papers, conference presentations, list of acquired external fundings, other works, should be itemized and listed. Published papers should be marked "peer-reviewed" or "not peer-reviewed." Use the specified form.)
- (3) Statement of intent or short essay, describing how you would like to teach and instruct students at Nara Women's University, while touching on your past experiences in education—especially teaching in English at Japanese universities, research, social contributions—academic societies and public committees (approximately 1000 words in English or 2000 letters in Japanese).
- (4) Reprints or photocopies of up to 3 major publications and their summaries (approximately 400 letters in Japanese or 300 words in English).

*Use the specified forms for (1) and (2). There is no form for (3) and (4).

*Application materials must be sent by registered mail (書留).

11. Application deadline

All application materials must reach us by October 31st, 2025.

12. Applications must be sent to

〒630-8506 奈良県奈良市北魚屋西町奈良女子大学学務課文学部係
Faculty of Letters, Academic Affairs Division, Nara Women's University
630-8506 Kitauoya-Nishimachi, Nara-shi, Nara, JAPAN

*Write in red 「言語文化学領域教員公募書類在中」 or "Application (Department of Language and Culture)" on the package.

13. Selection procedure

- 1) First round: A short list of candidates will be selected based on application materials (in early November).
- 2) Second round: Short-listed candidates will be interviewed (in mid or late November).

*We may ask candidates to perform a simulated lesson.

Travel expenses will not be reimbursed. (Online interviews can be arranged for applicants living overseas.)

14. Notification of results

The result will be notified when the selection is finalized.

15. Contact

Ayumi Suga

suga@cc.nara-wu.ac.jp

Faculty of Letters, Nara Women's University

16. Notes:

- Application documents will not be returned. We will dispose all the documents discreetly after the selection is made. If you wish your application documents to be returned, please include a self-addressed stamped envelope.

- Personal information obtained from application documents will not be used for any other purpose than selecting a candidate for this position.

- Nara Women's University promotes gender equality and is committed to positive action to boost employment of female faculty members.

- Salary: annual salary system

<https://education.joureikun.jp/naraniher/act/110010832.html>

- Working conditions

<https://education.joureikun.jp/naraniher/act/110010810.html>

- Working hours: Based on the Discretionary Labor System for professional work by consent, it is regarded that working hours are 7 hours and 45 minutes irrespective of how much time the employee actually spends on his/her work.

<https://education.joureikun.jp/naraniher/act/110010820.html>

- Insurance, etc: employees' health insurance, employees' pension insurance, worker's accident insurance, employment insurance