

## POSITION AVAILABLE

### **Keio University Shonan Fujisawa Campus (SFC) – Spanish Language Education**

Keio University Faculty of Policy Management, Faculty of Environment and Information Studies, and Graduate School of Media and Governance are seeking a faculty member (Full-time) in Spanish language education.

#### POSITION DESCRIPTION

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| 1 . Name of Institution, Faculty or School | Keio University Faculty of Policy Management / Faculty of Environment and Information Studies / Graduate School of Media and Governance |
| 2 . Work Location                          | 5322 Endo, Fujisawa-shi, Kanagawa 252-0882, JAPAN   |
| 3 . Job Title                              | Visiting Lecturer (Full-time)   |
| 4 . Compensation                           | Based on Keio University Rules, and on applicant's age, academic background, work experience, and others                                |
| 5 . Term of Employment                     | Yearly contract basis, up to 5 years maximum  |
| 6. Starting Date                           | April 2016  |
| 7. Form of Employment                      | Full-time   |
| 8 . Number of Position(s)                  | One   |
| 9 . Research Fields                        | Spanish language, Spanish language education, Research on Spain or Latin America  |
| 10 . Courses                               | Undergraduate lectures, seminars, and others (In principle, 6 class slots per semester)   |
| 11. Other Duties                           | Attendance in University meetings, and others.  |
| 12. Qualifications                         | Applicants are required to:   |

1. Be willing to contribute in promoting educational and research principles of Keio University Shonan Fujisawa Campus (SFC).
2. Be a native Spanish speaker.
3. Hold a Master's degree or higher. Preferably possess expert knowledge in education of Spanish as a foreign language as well as actual teaching experience.
4. Be able to contribute to activities with overseas institutions in undergraduate and graduate levels.
5. Be able to reside in Japan and to commute to Shonan Fujisawa Campus on or after April 1, 2016.

6. Preferably possess basic Japanese knowledge to undertake necessary duties within the University.

13. Application Deadline 11:59 p.m., Friday, September 11, 2015
14. Application Materials (Documents should be A4 size) Please submit all of the below Items A–E together in electronic format via the Web entry system:  
<http://vu5.sfc.keio.ac.jp/as/apply.php>
- A. CV (including full name, date of birth, nationality, contact address, education history, employment history, areas of expertise and recent photo. Signed or sealed.)
  - B. List of works (research papers, books, oral presentations, taught courses and others)
  - C. Offprints or copies of major papers and/or educational materials (submit 3–5 pieces in total)
  - D. Description of educational/research achievements, visions of future educational/research goals, and possible contributions to SFC (approximately 2 to 3 pages in Spanish)
  - E. Letters of Recommendation from two separate referees (After referee information is registered via the Web entry system, the referees will be asked to input the recommendation through a designated URL)
- The required format is PDF. (A–D)
15. Selection Process and notification of decision Document Screening, First Interview (you may be asked to present a trial lecture), Second Interview. The details of the process will not be publicly disclosed. After the selection process, notifications of the decision will be sent to each applicant in writing.
16. Address for Applications Faculty Recruitment Office [Spanish Language Education], Keio University SFC  
5322 Endo, Fujisawa-shi, Kanagawa 252-0882, JAPAN
17. Contact email address [jinji-fro@sfc.keio.ac.jp](mailto:jinji-fro@sfc.keio.ac.jp)
18. Institution Website <http://www.sfc.keio.ac.jp/>

June 2015

Dean of Faculty of Policy Management

Dean of Faculty of Environment and Information Studies

Dean of Graduate School of Media and Governance

Keio University