

October 9, 2024

Related University (Faculty)
Graduate School Dean of the Related University
Director of the Related Research Institute

Kazuki Taketoshi
Dean, Ryukoku University Faculty of Agriculture
(official seal omitted)

**Recruitment of Assistant Instructors for the Registered Dietitian Training Course at
Ryukoku University (Request)**

Dear Sir or Madam,

We hope all is well with you. We are pleased to announce that our Department is accepting applications for the position of Assistant Instructor for the Registered Dietitian Training Program as follows. We would appreciate your cooperation in notifying the relevant divisions and departments and recommending suitable candidates.

1. Affiliated Faculty/Department:

Department of Food Science and Human Nutrition, Faculty of Agriculture

2. Location:

Ryukoku University Seta Campus, 1-5 Yokotani, Seta Oe-cho, Otsu-shi, Shiga,

3. Position Title:

Assistant Instructor, Registered Dietitian Training Course

4. Number of Assistant Instructors to be Hired:

One Person (Scheduled to be in charge of Food Service Management Practicum, Food Processing Practicum, Clinical Nutrition Practice, Public Nutrition Practice, Nutrition Education Theory Practice, Applied Nutrition Practice, etc.)

5. Application Requirements

Those who meet the following requirements may apply.

(1) Those who can respect the "Founding Spirit" of the University;

- (2) Those with a doctoral, master's or bachelor's degree or those with equivalent or higher ability;
- (3) Those who have achieved a Dietitian License;
- (4) Those who can engage in education, research, social contribution, and internal management of the university with strong motivation and passion; and
- (5) Those who are able to perform their duties in Japanese

6. Work Description

- (1) Educational assistance for experiments, practical training, and exercises in the Dietitian Training Program;
- (2) Advice to Assistant Staff Members regarding experiments, practical training, and exercises in the Dietitian Training Program, as well as providing advice for Assistant Staff members;
- (3) Preparation and clean-up of teaching materials for experiments, practical training, and exercises in the Dietitian Training Program;
- (4) Procurement and maintenance of equipment and supplies for experiments, practical training, and exercises in the Dietitian Training Program;
- (5) Educational assistance for on-site and off-campus training instruction, and coordination with training sites;
- (6) Assistance in providing guidance in preparation for the national Dietitian Examinations;
- (7) Assistance with periodic examinations;
- (8) Assistance in the planning and operation of Open Campuses; and
- (9) Two to four courses to be taught from the following list:
Food Service Management Practicum, Food Processing Practicum, Clinical Nutrition Practice, Public Nutrition Practicum, Nutrition Education Theory Practicum, Applied Nutrition Practicum, Food Circulation Practicum I and II, etc.

7. Application Documents

- (1) Resume (with photograph) (Ryukoku University Form 1)
- (2) Educational and Professional Achievements (Ryukoku University Form 2)
- (3) Certificate of (Expected) Completion of Doctoral Course or Master's Course, or Certificate of (Expected) Graduation from Undergraduate Studies
(Other documents that prove your degree are acceptable)
- (4) Copy of Registered Dietitian License
- (5) Aspirations for becoming an Assistant Instructor in the Dietitian Training Program (1 sheet of A4 paper: 1,000 to 1,200 words (Optional Form)

※Submitted documents will not be returned.

※Each designated form must be A4 portrait size, printed on one side, and clipped together (Do not staple).

※The designated form can be downloaded from the University website below.

<https://www.ryukoku.ac.jp/employment/>

8. Application Deadline: Saturday, November 30, 2024 [must arrive by this date].

9. Where to Submit: 1-5 Yokotani, Seta Oe-cho, Otsu-shi, Shiga 520-2194

Ryukoku University, Faculty of Agriculture, Educational Affairs Division

10. Method of Submission

Please write "Application for Assistant Instructor of Nutrition" in red letters on the envelope and send it by Registered Mail. <Electronic applications are not permitted >

※If you live overseas and have difficulty with the prescribed submission method, please contact us.

11. Employment Start Date: April 1st, 2025

12. Conditions:

(1) Work Type: Full-time (3-year term, renewable once for up to 2 years)

(2) Salary [Reference] Basic Salary (Monthly): 205,700 yen to 303,100 JPY (1st Year)
285,600 yen - 343,100 yen (5th Year)

Housing Allowance, Commuting Allowance (Regular Allowance), Dependent Family Allowance, Year-end allowance (3 months/year), Various Social Insurances

※For other details, please contact us

(3) Retirement:

At the end of the fiscal year in which the employee reaches 65 years of age

13. Selection, etc.

(1) Applicants who pass the initial screening (document screening) will be notified separately.

(2) The second round of selection (interviews) will be conducted after mid-December 2024.

(3) As a rule, transportation and lodging expenses associated with the selection process will not be paid.

(4) Applicants will be notified of the results of the selection process as soon as a decision is made.

14. Inquiries: 1-5 Yokotani, Seta-Oe-cho, Otsu-shi, Shiga 520-2194, Japan

Ryukoku University Faculty of Agriculture Academic Affairs Section

Attn: Tanaka

TEL 077-599-5601 / FAX 077-599-5608

E-mail: agr@ad.ryukoku.ac.jp

15. Other:

(1) Personal information provided at the time of application will be managed appropriately in accordance with the University's regulations and will not be used for any purpose other than selection and recruitment.

(2) Please contact us at the telephone number/email address above as necessary regarding salary structure, retirement age, and other working conditions.