

# **Ryukoku University**

## **"Learning Support and Educational Development Specialist"**

### **Application Guidelines**

In order to enhance the educational environment, Ryukoku University has been promoting university-wide academic training support, FD planning and management, and educational IR, etc. in cooperation with the Center for Academic Support and Educational Development and faculties.

Toward the educational reforms set forth in Ryukoku University's long-term plan "Ryukoku University Basic Concept 400," we aim to enhance courses that actively incorporate active learning and PBL across faculties, develop courses that integrate disciplines, substantiate FD activities, and strengthen educational management by promoting educational IR.

In order to respond to these objectives, we are recruiting "Academic Support and Educational Development Specialists" as follows, as specialists to promote educational reform and improvement.

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#### **1. Job Title**

Academic Support and Educational Development Specialist

\*The title "Assistant Professor on Special Assignment" may be used when necessary to promote education and research.

#### **2. Number of Recruits**

1 persons

#### **3. Date of Appointment**

April 1, 2026

\*After consultation, the appointment may be changed to October 1, 2025 or later.

#### **4. Term of Employment**

Five-year term

\*Employment contracts will be made every year.

\*The term of appointment will expire at the end of the fiscal year in which the

employee reaches 65 years of age, even if the employee is still within the term of appointment.

\*However, the term of appointment shall not exceed 5 years consecutively with the contract with the Foundation prior to the appointment as an Academic Support and Educational Development Specialist.

## **5. Affiliation**

Learning Support and Educational Development Center  
(Ryukoku University Fukakusa Campus)

## **6. Duties**

Depending on the candidate's background, he/she may be required to perform one or more of the following duties, or other duties as assigned by the Director of the Center for Academic Support and Educational Development.

- (1) Support for the development and operation of AL (Active Learning) and PBL (Problem Based Learning / Project Based Learning) courses, etc.
  - ◆Support for planning and operation of AL and PBL courses
  - ◆Development of training sites and liaison and coordination with existing training sites
  - ◆Support for collaboration among existing AL/PBL courses
  - ◆Implementation of lectures for students outside of regular courses
  - ◆Supervision and management of student assistant staff
- (2) Support for development and operation of integrated courses
  - ◆Planning support and coordination of interdisciplinary courses
  - ◆Support for class management of interdisciplinary courses
  - ◆Support for collaboration among faculty members, courses, departments, etc.
  - ◆Other duties necessary for the development and operation of interdisciplinary courses
- (3) Planning and operation of faculty development (FD)
  - ◆Planning and operation of FD workshops, etc.
  - ◆Liaison activities and information gathering related to FD
  - ◆Instructor for FD training
- (4) Planning and administration of academic training support
  - ◆Planning and operation of study support programs for students

- ◆Other duties necessary for the promotion of FD and academic support
- (5) Duties related to IR (Institutional Research) for teaching and learning
- ◆Collection, analysis, and management of data related to teaching and learning
  - ◆Visualization of data related to teaching and learning
  - ◆Planning, formulation, and implementation of various surveys
  - ◆Liaison activities and information gathering related to IR for teaching and learning
  - ◆Other tasks necessary for the promotion of IR for teaching and learning
- (6) Other tasks related to the above
- (7) When requested by a teaching institution (faculty, etc.) of the University, the Research Associate may teach one class (2 hours) per week or less during working hours, provided that this does not interfere with the duties of the Research Associate.
- (8) If deemed necessary by the Director of the Center for Academic Support and Educational Development, one day per week during the work week (two days per week during the summer and spring breaks as specified in the academic calendar) may be devoted to research activities. (This day is included in your working days.)
- (9) Japanese is used in daily work.

## **7. Qualifications**

- (1) Applicants must have a doctoral degree or equivalent or higher academic experience.
- (2) Applicants must respect the Founding Spirit of the University and be willing to work enthusiastically on their assigned tasks.

\*Founding Spirit of the University

<https://www.ryukoku.ac.jp/about/outline/spirit.html>

- (3) Must be able to use Japanese in daily work.

## **8. Application Documents**

- (1) Curriculum vitae (Form 1)
- (2) Statement of reasons for applying (Form 2)
- (3) Statement of Achievements (Forms 3-5) \*Please fill in the appropriate sections.

In addition, the following documents may be requested during the selection process.

The following documents may also be requested during the selection process:

- Present or copy of major accomplishments
- Certificate of the last academic background (degree)
- Health certificate, etc.

## **9. How to Apply**

Please send your application (PDF) to Ryukoku University Academic Support and Education Development Center by E-mail dche-recruit[at]ad.ryukoku.ac.jp (Please convert [at] to @).

## **10. Application Deadline**

Must arrive no later than Thursday, July 31, 2025

## **11. Selection Method and Schedule**

After a review of your application documents, only those who pass the initial screening will proceed to the interview stage.

Please note that we anticipate contacting applicants regarding the results of the document screening in early September.

Furthermore, the interview will be held on Saturday, September 20th.

## **12. Conditions of Service, etc.**

Based on the University's "Regulations Concerning the Appointment, etc. of Academic Support and Educational Development Specialists" and other regulations.

### **(1) Work Hours**

9:00 a.m. - 5:15 p.m.

\*Regular working hours: 7 hours and 15 minutes per day, 60 minutes break time, 5 days per week.

\*You may be ordered to work overtime, staggered working hours, or work on holidays.

### **(2) Work location**

Ryukoku University Fukakusa Campus

(67 Tsukamoto-cho, Fukakusa, Fushimi-ku, Kyoto)

### **(3) Salary (monthly)**

363,000 yen

### **(4) Bonus**

One month's base salary and dependent care allowance for the first half of the year, and two months for the second, to be reduced according to the period of absence during the calculation period.

(5) Other allowances

Dependent and family allowance, housing allowance, commuting allowance, overtime allowance, holiday transfer allowance

(6) Benefits

Employment insurance, workers' accident compensation insurance, social insurance (The Promotion and Mutual Aid Corporation for Private Schools of Japan), Defined contribution pension plan

(7) Retirement allowance

Paid only for employees who have been with the company for at least one year.

(8) Vacations

Saturdays, Sundays, national holidays, summer holidays, winter holidays, and other days as determined by the company, paid vacations

(9) Other

When requested by a teaching institution (faculty, etc.) of the University, the assistant may be assigned to teach one class (2 hours) per week or less during working hours, as long as it does not interfere with the duties of the assistant.

If deemed necessary by the Director of the Center for Academic Support and Educational Development, one day per week of the workday (two days per week during the summer and spring breaks as specified in the academic calendar) may be devoted to research activities. (This day is included in your working days.)

Japanese is used in daily work.

### 13. Contact for Inquiries

Ryukoku University, Academic Planning Department

TEL: 075-645-2099 (9am - 5pm except Saturdays, Sundays and public holidays)

E-mail: dche-recruit[at]ad.ryukoku.ac.jp (Please convert [at] to @)

\*Please note that we will not be able to respond to any inquiries regarding the selection process or results.

#### **14. Handling of Personal Information**

Personal information obtained from your application will only be used for general recruitment activities. Application documents will not be returned. After the selection process, the University will take responsibility for destroying the information.

#### **15. Other Information**

The recruitment and selection process will be conducted in accordance with the aims of the Basic Law for a Gender-Equal Society.

In addition, the following basic policies formulated by the University will be observed.

Basic Policy on Human Rights

<https://www.ryukoku.ac.jp/shukyo/committee/policy.html>

Basic Policy on Gender Diversity

[https://www.ryukoku.ac.jp/shukyo/committee/sexuality\\_guideline.html](https://www.ryukoku.ac.jp/shukyo/committee/sexuality_guideline.html)

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