

Ryukoku University “Global Education Promotion Specialist” Recruitment Guidelines

Center for the Promotion of Global Education (R-Globe) Office

Ryukoku University

Ryukoku University has been committed to enhancing its global education programs in accordance with our long-term strategic plan – Ryukoku Strategic Plan 400 (RSP400), spanning Academic Years 2020-2039 – and we hosted 832 international students in the 2025 Academic Year.

In recent years, the importance of providing an educational environment in which students with diverse cultural backgrounds and values can learn together has continued to grow. In addition to promoting both outbound and inbound mobility programs, Ryukoku University places particular emphasis on advancing “Internationalization at Home”— an initiative designed to enable domestic and international students to learn collaboratively, deepen their understanding of diverse perspectives, and develop the ability to work cooperatively. As part of this initiative, Ryukoku University offers “Intercultural Collaborative Learning” subjects in which domestic and international students study together.

In order to further promote Internationalization at Home and to enhance global education through the continued development of Intercultural Collaborative Learning at Ryukoku University, applications are hereby invited for the position of “Global Education Promotion Specialist”, as outlined below.

1. Position Title

Global Education Promotion Specialist

※ May also be titled as Project Assistant Professor if necessary for educational research

2. Number of Positions

One (1)

3. Start Date

April 1, 2027

4. Term

Five (5) years

- ※ Employment contract renewed annually.
- ※ Employment ends at the end of the fiscal year in which one reaches 65 years of age.
- ※ Notwithstanding the above, the maximum term of appointment shall not exceed five (5) consecutive years, including any prior contractual employment with Ryukoku University before appointment as a Global Education Promotion Specialist.

5. Affiliation

Center for the Promotion of Global Education (R-Globe) Office
(Ryukoku University, Fukakusa Campus)

6. Duties

In addition to performing the duties listed below in accordance with the appointee's qualifications and professional experience, the appointee may be assigned other responsibilities as directed by the Director of the Center for the Promotion of Global Education (R-Globe), such as:

- (1) Support for the design and administration of Intercultural Collaborative Learning subjects
- (2) Support for the coordination and integration of educational activities related to Intercultural Collaborative Learning
- (3) Provision of academic support for students participating in Intercultural Collaborative Learning
- (4) Coordination and collaboration with Japanese language programs, exchange student programs, and other related educational programs
- (5) Planning and implementation of Faculty Development (FD) and Staff Development (SD) initiatives related to Intercultural Collaborative Learning
- (6) Global education-related learning outcomes assessment and course evaluations
- (7) Other duties related to the items above

※Please also refer to 12. Working Conditions below for further details.

7. Qualifications

- (1) A doctoral degree or equivalent academic and professional experience.
- (2) A demonstrated commitment to respecting the Founding Spirit of Ryukoku University, along with a strong willingness to engage proactively in the assigned duties.
(Founding Spirit: <https://www.ryukoku.ac.jp/about/outline/spirit.html>)
- (3) Applicants must have a certain level of knowledge and/or experience in international collaborative learning.
- (4) Non-native speakers of Japanese must possess sufficient Japanese language proficiency to perform their duties without difficulty.
- (5) English language proficiency is preferred.

8. Application Documents

- (1) Curriculum Vitae <Form 1>
- (2) Statement of Purpose <Form 2>

- (3) Work Experience, Research Achievements, and Other Achievements <Forms 3–5> ※Please complete the sections applicable to your experience.

In addition, applicants may be requested to submit the following documents during the selection process:

- Original copies or photocopies of major publications or achievements
- Official certificate verifying the highest academic degree obtained
- Medical certificate (health examination report), etc.

9. Application Method

Please submit the application documents as attachments in PDF format via email to the Center for the Promotion of Global Education (R-Globe) at:

E-mail: r-globe-all [at] ad.ryukoku.ac.jp

(Please replace “[at]” with “@” when sending your application.)

10. Deadline (Applications must arrive by this date)

August 31, 2026 (Monday)

11. Selection Process and Schedule

- Following the screening of documents, only shortlisted candidates will be invited for an interview.
- Applicants will be notified of the results of the document screening in late September. Interviews will be conducted on Saturday, October 10, between 9:00 a.m. and 1:00 p.m., at Ryukoku University’s Fukakusa Campus (67 Tsukamoto-cho, Fukakusa, Fushimi-ku, Kyoto).
- In addition to the interview, shortlisted candidates will be required to deliver a mock lecture of approximately 15-20 minutes. Further details will be provided to those who pass the document screening.

<Mock Lecture>

- Duration: 15-20 minutes
- Subject Selection: Please select either “Minna no Communication A” or “Inclusive Communication A.” The language of instruction is Japanese for the former and English for the latter.
- Content: The mock lecture should be conducted as an introductory session, assuming the opening portion of the first class of one of the above courses. Please deliver a lecture covering introductory matters such as the objectives and benefits

of international collaborative learning, the course structure, and the expected learning outcomes. The class typically consists of approximately 20 students (around 10 domestic students and 10 international students).

- Syllabus: Please refer to Ryukoku University's online syllabus for an overview of your selected subject. See the “Course Overview” and “Learning Objectives” sections.

12. Working Conditions

Employment terms and conditions shall be in accordance with Ryukoku University's *Regulations on the Appointment of Global Education Promotion Specialists* and other applicable regulations.

Working Hours	9:00 a.m. – 5:15 p.m. <i>※Actual working hours: 7 hours and 15 minutes per day, with a 60-minute break; five-day workweek.</i> <i>※Overtime work, staggered working hours, and work on holidays may be required.</i>
Work Location	Ryukoku University, Fukakusa Campus 67 Tsukamoto-cho, Fukakusa, Fushimi-ku, Kyoto
Salary (Monthly)	JPY 367,000
Bonus	A bonus equivalent to one month of base salary plus dependent allowances will be paid for the first half of the fiscal year, and two months for the second half. <i>※ The bonus amount may be reduced in proportion to any period of absence during the calculation period.</i>
Allowances	Dependent allowance, housing allowance, commuting allowance, overtime allowance, and holiday work allowance
Benefits	Employment insurance, workers' accident compensation insurance, social insurance (Japan Private School Mutual Aid Association), and a defined contribution pension plan
Retirement Allowance	Paid to employees with at least one year of continuous service
Holidays and Leave	Saturdays, Sundays, National Holidays, summer and winter holidays, other days designated by the University, and paid annual leave
Other	○Upon request from Ryukoku University's academic units (Faculties, etc.), the appointee is required to teach up to one class per week (up to two hours) during regular working hours, provided that such duties do not interfere with the performance of their primary responsibilities. ○If deemed necessary by the Director of the Center for the Promotion of Global Education Office (R-Globe), the appointee may devote one day per week (or two days per week during the summer and spring vacation periods as stipulated in the academic calendar) to research activities. Such days shall be regarded as part of the appointee's regular working days.

13. Contacts

Center for the Promotion of Global Education (R-Globe) Office, Ryukoku University
(Contact Persons: Shindo, Yoshida)

【TEL】 075-645-7898

(9:00 a.m. ~ 5:00 pm, excluding Saturday, Sunday, and National Holidays)

【E-mail】 r-globe-all [at]ad.ryukoku.ac.jp (*Please replace “[at]” with “@”.*)

- ※ Please note that we will not respond to inquiries regarding the selection process and its outcomes.
- ※ Please be advised that Ryukoku University will be closed for a scheduled holiday vacation period between August 11, 2026 (Tuesday) and August 18, 2026 (Tuesday). During this period, inquiries related to the application process will not be handled, and acknowledgements of receipt of application documents will be issued sequentially after the holiday period.
- ※ Should you not receive an acknowledgment of receipt by September 1, 2026 (Tuesday), despite having submitted your application documents, it is possible that your email was not successfully delivered. In such a case, we kindly request that you contact us on September 2 (Wednesday) or September 3 (Thursday).

14. Handling of Personal Information

Personal information obtained through the application process will be used solely for recruitment-related activities. Application documents will not be returned. All submitted documents will be disposed of responsibly by Ryukoku University upon completion of the selection process.

15. Others

This recruitment and selection process will be conducted in accordance with the principles of the *Basic Act for a Gender-Equal Society*.

In addition, Ryukoku University adheres to the following institutional policies:

- ◆ Basic Policy on Human Rights
<https://www.ryukoku.ac.jp/shukyo/committee/policy.html>
- ◆ Basic Guidelines on Diversity in Gender and Sexuality
https://www.ryukoku.ac.jp/shukyo/committee/sexuality_guideline.html

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