

Full-Time Tenured Position Announcement  
Kanagawa University  
Department of International Business and Management  
Faculty of Business Administration

1. Department of International Business and Management, Faculty of Business Administration

2. Positions

Full-time Assistant, Associate, or Full Professor

3. Number of positions

One

4. Research Fields

Specialist in the field of International Business, International Management or related fields in management studies.

5. Teaching Duties & Position Responsibilities

Teaching: International Business, Fundamentals of Management, First-Year Seminar (Study Skills for 1st-year students), Introductory Seminar in International Business (for 2nd-year students), International Business Seminar (for 2nd-year students), Seminar I-IV (for 3rd and 4th-year students, including graduation thesis supervision), and other courses offered in the Department of International Business and Management. [The titles of these courses are tentative and are subject to change.]

The successful candidate is also expected to perform educational and administrative duties such as joining internal committees, writing entrance examinations, and developing international programs with partner universities. Duties may include short-term overseas trips to supervise Study Abroad programs and/or the department's Business Study Abroad Program (BSAP) in Malaysia. Depending on the hired position, the candidate may also be required to teach some subjects within the graduate school of Business Administration.

6. Qualifications

1. Ph.D. in a related field or similar research experience in educational institutions.  
For recent graduates, the candidate must have completed all academic degree and

graduation requirements by the time of assuming the job post on April 1, 2021.

2. More than five publications, at least two of which were peer-reviewed, in a related subject.

3. Passionate about teaching undergraduate students and willing to help them improve academic skills.

4. Willing to actively participate in the department's administrative tasks, including development of curriculum for international business education and coordination with partner universities.

5. Sufficient Japanese-language ability to perform university duties is preferred.

#### 7. Application documents

1. Kanagawa University-designated CV (in Japanese) with a photograph.

2. Kanagawa University-designated list of relevant publications (please circle the three major publications).

3. Three copies of each of the three major publications.

4. Three copies of the abstracts for each of the three major publications (maximum of 300 characters in Japanese or 150 words in English).

5. An essay on the vision and goals for teaching international business, written in Japanese (1,200 characters) or in English (600 words).

6. A model syllabus of a course on international business for 2nd-year students and above. The course should consist of 14 sessions (100 minutes per session). There is no designated format, and the language can be either in Japanese or English. Short-listed candidates will be asked to demonstrate the first session of this course at the secondary screening.

7. Materials or documents exhibiting experience of teaching international business or coordinating international exchange programs (if any).

8. A maximum of three references with contact details.

\* Please include a cover letter listing all the enclosed documents.

The forms for the CV (1) and the list of publications (2) are downloadable at:

<https://www.kanagawa-u.ac.jp/employment/professor/fulltime/>

\* Candidates may be asked to submit copies of PhD or MA degree certificates during the selection process.

\* All personal information supplied in the application process will be strictly protected according to the university regulations and used for no other purpose than for screening and selection. Please note that the documents submitted are not returnable.

8. Deadline for application

Applications must be posted by July 31, 2020

9. Selection Process

Preliminary screening: document review (Only shortlisted candidates will be notified by the end of August)

Secondary screening: an interview and a demonstration lesson will be held at the beginning of October 2020.

10. Notification of result

The final result will be communicated by the beginning of November 2020.

11. Position starting date is April 1, 2021

12. Location of Campuses

Minatomirai Campus (Minatomirai 4-5, Yokohama, Japan)

\*The department will relocate from Hiratsuka campus to Minatomirai Campus, which is scheduled to open in April 2021. Some university duties and administration procedures may occasionally require the candidate to travel to the university's main campus (Yokohama Campus - Rokkakubashi 3-27-1, Yokohama, Japan) and Shonan-Hiratsuka campus.

13. Salary and Benefits: in accordance with the university regulations

Holidays: in accordance with the university regulations

Working hours: in accordance with the university regulations

Retirement age: seventy (the year in which one is seventy years old on March 31)

Social Insurance: Health Insurance, Employee's Pension, Employment Insurance, Worker's Accident Compensation Insurance

\* For further details, please contact our Personnel Department.

14. Application materials should be sent to:

Dean of the Faculty of Business Administration

Kanagawa University

2946 Tsuchiya, Hiratsuka-shi, Kanagawa,

259-1293, Japan

\*Please print “International Business Position” in red on the envelope and send the application documents by registered mail.

15. Contacts for inquiries

Ms. Furuya

Tel. +81-463-59-4111 (ex.3110)

E-mail [ds181026sg@kanagawa-u.ac.jp](mailto:ds181026sg@kanagawa-u.ac.jp)