



<b>Position Title</b>	Faculty Instructor, Japanese Language, CET Japan
<b>Status</b>	Full-time, onsite
<b>Job location:</b>	Osaka, Japan (Osaka Gakuin University)
<b>Supervisor</b>	Academic Director, CET Japan
<b>Anticipated Start</b>	April, May, or June 2023

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## Salary & Benefits

The annual salary range for this position begins at ¥ 3,200,000, commensurate with experience.

Benefits include generous paid leave, social insurance, professional development opportunities, and more.

## Position Description

The Faculty Instructor will teach either Beginning, Intermediate, Pre-Advanced, Advanced, and/or Advanced High Japanese courses that provide a stimulating and inclusive intellectual environment and adhere to CET's academic policies. Under the direction of the Academic Director, the Faculty Instructor is expected to take full ownership of their course(s) and deliver instruction according to the highest academic standards.

A successful candidate in this role must possess an advanced degree or have completed extensive training in Japanese language instruction, foreign language pedagogy, with native or near-native Japanese language proficiency. Our Faculty Instructors must have a communicative approach to teaching in a college or university setting. We are also expecting all members of our faculty to bring a sincere commitment to the development of our students' critical thinking, intellectual sophistication, communication skills, and cultural application to their language skills.

## Position Details

### *Course Preparation*

- Prepare term-specific syllabi for distribution on the first day of class that adheres broadly to the course's syllabus of record and provides greater detail on class meetings, topics, readings, assignments, grading criteria, and activities.
- Include, within the course, field-based components that take academic learning outside the classroom and highlights the goals of communicative competence and promotes students' critical thinking. Attach readings and assignments to those activities, accompany students on each of

them, and incorporate them into classroom lectures and discussions.

- Devote a significant amount of time beyond class meetings to the preparation of lesson plans and assessments, student-centered learning activities, creative and engaging assignments, guest lectures, and field-based components.
- Participate in a one-time faculty orientation seminar at the beginning of the semester, led by the Academic Director. Cooperate with other faculty as needed to ensure consistency and coordination across the program curriculum.

### *Teaching*

- Ensure that coursework has a connection with the local, national, and regional context
- Leverage the communicative approach when introducing content. Engage students with thought-provoking questions. Create opportunities for critical analysis of course content.
- Attend all class meetings consistently and provide advance notice to the Academic Director of absences and make-up sessions
- Begin and end class sessions on time
- Teach remotely, migrate course to Canvas, or record lectures for quarantined students if/when in-person instruction is not possible (e.g., for a continuing public health crisis)

### *Academic Excellence*

- Demonstrate a strong commitment to academic excellence
- Maintain an attitude of flexibility, open-mindedness, and willingness to receive and provide constructive feedback in the spirit of continuous improvement
- Commit to CET program goals and work collaboratively with the Academic Director to ensure that course-learning outcomes are designed to achieve them
- Meet with the Academic Director each term to review evaluations and discuss any improvements to the course
- Allow the Academic Director, site visitors, and assessment teams to observe the class in session

### *Grading*

- Grade fairly and consistently, return graded materials to students in a timely manner, and offer students written and/or verbal feedback on their assignments and performance through the duration of the course
- Maintain set examination times and course due dates, and submit final grades within two weeks of the last class
- Coordinate the compilation of all end-of-term grades for transcript production

### *Policies & Administration*

- Uphold CET's code of academic integrity, best practices in research ethics, and other academic policies
- Track student attendance and share with onsite academic staff
- Support the Academic Director with the creation of additional academic documents and teaching materials, coordinating field-based course components, and other tasks as needed.
- Ensure courses are set-up in Canvas, support faculty with Canvas

### *Student Support*

- Accommodate students with documented medical conditions and/or learning disabilities in consultation with the Academic Director and in keeping with CET policies.
- Support the academic and intellectual growth of all students regardless of race, ethnicity, physical

ability, religion, sexual orientation, gender identity or expression, economic status, or other identifying characteristics.

- Be available for consultation outside of classroom hours, whether by regular office hours or electronic communication, as designated with the Academic Director prior to the start of the term, and as delineated in the term syllabus.
- Treat all students (as well as staff and other faculty) with respect and understanding.

### **We're looking for...**

- An advanced degree (a post-baccalaureate degree or foreign equivalent) or extensive training in Japanese language, foreign language pedagogy, or related field,
- At least one year teaching experience, preferably with U.S. undergraduates, in a college or university setting; experience as a teaching assistant (TA) is acceptable,
- Native or near-native Japanese language proficiency
- An ability to have a communicative approach to teaching Japanese language classes at the university or college level
- A sincere commitment to international education and cross-cultural exchanges

### **To Apply**

Interested candidates should submit [our application form](#), select "Faculty Instructor, Japanese Language" in the drop-down menu, and attach the initial application materials (either in English or in Japanese):

#### **1. A cover letter**

- The cover letter must include a description of teaching experience, your philosophy on teaching Japanese as foreign language, and thoughts on how you can contribute to the CET Japan program

#### **2. A Curriculum Vitae (CV)**

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Applications missing any of these components will not be considered. If selected for an interview, you may be asked to submit a video (mp4 or URL link) demonstrating classroom teaching as well as the names and contact information of 3 professional references.

The successful completion of a background check, including professional/academic references, is required for this position.

**Application deadline:** We encourage applicants to send their materials as soon as possible and before our best consideration deadline of **December 30, 2022**.

To all recruitment agencies: CET/ATA does not accept agency resumes. Please do not forward resumes to our jobs, CET/ATA employees or any other company location. CET/ATA is not responsible for any fees related to unsolicited résumés.

### **Our Commitment to Diversity**

**CET Academic Programs | 1155 Connecticut Ave. NW, Suite 300 | Washington, DC 20036**  
**[www.cetacademicprograms.com](http://www.cetacademicprograms.com) | [cet@cetacademicprograms.com](mailto:cet@cetacademicprograms.com) | [jobs@academic-travel.com](mailto:jobs@academic-travel.com)**

At CET/ATA, we don't just accept difference, we celebrate it. We use our diverse backgrounds and perspectives to benefit by enriching our stakeholders and ourselves. CET/ATA is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, Veteran status, genetic information, or any other protected characteristic under applicable law.

If you have a special need that requires accommodation, please let us know.

### **COVID-19 Vaccination Requirement**

CET/ATA has made the safety of our students, travelers, and colleagues, and our surrounding communities a top priority. As part of that commitment, CET/ATA staff are required to be fully vaccinated against COVID-19. Proof of full vaccination against COVID-19 will be required before the start date of employment in order to work at CET/ATA. Requests for medical and/or religious exemption are accepted and are evaluated on a case-by-case basis. Failure to provide proof of COVID-19 vaccination or to obtain approval for a medical or religious exemption will result in the offer of employment being rescinded.

### **Description of the Organization**

CET Academic Programs is a study abroad organization that has been developing and operating innovative educational programs abroad since 1982. Originally "China Educational Tours," CET began operations in Beijing, later expanding to other locations around the world. Today, CET offers a varied portfolio of semester, summer, and customized programs around the world.

CET is known for strong academics, professional program management, a nimble and collaborative approach to partnerships, and supportive student services. Through elements such as field-based course components, internships, and housing with local roommates, CET strives to integrate students into the local community and facilitate lasting relationships with hosts. Through its commitment to equity and inclusion, CET seeks and encourages the participation of students from diverse backgrounds and strives to create program environments that foster critical thinking and an appreciation of difference. And as an environmentally conscientious organization, CET aims to adopt sustainable measures across its operations.

CET's parent company, Academic Travel Abroad, Inc. (ATA) is an educational travel provider for many universities, cultural, and media organizations, as well as a growing number of commercial brands. Operating since 1950, we believe in celebrating and learning about diversity of people and cultures through travel and education. Our educational travel division is a leader in customized, branded, experiential travel and serves partners such as the Smithsonian Institution, NPR, Hearst, Zagat, Yale Alumni Academy, and the Massachusetts Institute of Technology. In this capacity, we are frequently the "brand behind the brand". ATA also facilitates professional delegation travel in the fields of health, education, and law.