

Position Opening  
Tottori University

1. Position and Number of Positions Offered:

- Specially Appointed Professor or Associate Professor: one position (Liberal Arts & Data Science Unit)
- Specially Appointed Associate Professor or Lecturer: one position for (Global Education Unit)

2. Affiliation:

Headquarters for Education Design (Liberal Arts & Data Science Unit / Global Education Unit)

Note: The current "Organization for Educational Support and International Affairs" is scheduled to be reorganized into the "Headquarters for Education Design" in April 2026.

3. Specialty:

Higher Education Studies, International Relations, Area Studies, Sociology  
Interdisciplinary Research Areas - Intercultural Collaborative Learning,  
Internationalization of Higher Education, Education for International  
Understanding, Intercultural Education

4. Job Description:

[Background]

To foster "Regional Key Persons" capable of leading in a new era across diverse sectors—including education, medicine, agriculture, engineering, public administration, and commerce—within an increasingly globalized society, Tottori University plans to establish the "International Collaborative Learning Track" (tentative name) in FY2030.

In preparation for the launch of this track, we are seeking dedicated individuals to contribute to the advancement of Tottori University's educational activities. Key responsibilities include designing the International Collaborative Learning (ICL) curriculum and planning study-abroad programs, in close collaboration with university faculty, staff, and external partner organizations.

[Job Duties and Responsibilities]

1) Common Duties (Applicable to both units)

1. Design, implementation, and evaluation of the International Collaborative Learning (ICL) curriculum.
2. Teaching and providing instructional support for ICL courses conducted in

- English.
3. Administrative and preparatory tasks required for the establishment of the "International Collaborative Learning Track."
  4. Research and institutional design related to ICL systems and student exchange programs.
  5. Other duties as assigned by the Director of the Headquarters for Education Design.
- 2) Liberal Arts & Data Science Unit
1. Curriculum design and development/analysis of assessment metrics for the establishment of the International Collaborative Learning Track.
  2. Coordination and communication with internal and external partner organizations regarding the implementation of ICL.
- 3) Global Education Unit
1. Development and implementation of study-abroad programs and other outgoing initiatives linked to ICL courses.
  2. Strategic planning and initiatives for campus internationalization.

#### 5. Qualifications:

- (1) Applicants should have a Master's degree or higher. (Candidates who hold a Ph.D. or are expected to obtain a Ph.D. by the time of appointment are preferred.)
- (2) Applicants should have excellent communication, planning, and coordination skills, with the ability to work collaboratively with both internal and external stakeholders.
- (3) Applicants should have strong motivation and enthusiasm for actively engaging in international exchange activities within the local/regional community.
- (4) Applicants should be committed to utilizing practical experience gained overseas to enhance educational initiatives at the university.
- (5) (Preferred) Applicants should have established networks or connections with overseas educational institutions to contribute to international student recruitment.

#### 6. Expected Date of Appointment:

Expected Date of Appointment: July 1, 2026, or the earliest possible date thereafter.

#### 7. Term of Employment:

From the date of appointment until March 31, 2031 (Non-renewable).

※For employees who are currently employed at Tottori University, the term of office may end on the date when the total contract period becomes 10 years, as stipulated in Article 18 of the Labor Contract Law. Please consult with us about this

in advance.

#### 8. Work hours:

##### [Working Hours]

- Standard hours: 8:30 a.m. – 5:15 p.m. (Break time: 12:00 p.m. – 1:00 p.m.).
- Discretionary Labor System: Under the "Discretionary Labor System for Professional Work," if the employee consents to its application, the employee will be deemed to have worked 7 hours and 45 minutes per day, regardless of the actual hours worked.

##### [Holidays]

Saturdays, Sundays, national holidays, Year-end and New Year holidays (December 29 – January 3), and the Tottori University Anniversary (June 1).

#### 9. Salary :

[Salary]: Annual salary system

[Allowances]: Determined based on university regulations

##### [Insurance]:

The Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association, Employee pension insurance, unemployment insurance, workers' accident compensation insurance.

#### 10. Work Location:

Tottori University

4-101 Koyama-Minami, Tottori, Tottori, 680-8550, JAPAN

#### 11. Application Deadline:

Friday, March 27th, 2026 (Applications must arrive by 17:00 on this date.)

#### 12. Documents to be Submitted:

(1) Curriculum Vitae (Form 1): One copy, including a photograph.

(2) Copy of Diploma or Degree Certificate: One copy.

(3) List of Academic Achievements (Form 2): One copy.

- Please list your achievements in the corresponding sections of the form.

(4) Reprints or copies of major publications (up to 5 items): One copy each.

- For papers that have been accepted but are currently in press, please attach a

document (e.g., a letter of acceptance) certifying this status.

- Labeling: Please attach a sticky note to each copy with the corresponding number from "Section 2. (2) Research Experience" of Form 2.
- For Web Applications: Please ensure the corresponding number is clearly included in each file name.

(5) Statement of past achievements and future aspirations: One copy (Free format).

- Should cover education, research, international exchange, and social contribution.
- Approximately 2,000 characters in Japanese or 1,000 words in English.

(6) Documents certifying language proficiency (Optional):

- For non-native Japanese speakers: Documents showing Japanese language proficiency.
- For non-native English speakers: Documents showing English language proficiency (e.g., TOEFL, IELTS).

(7) References: Names, affiliations, and contact information for two individuals who can provide references.

(8) Document specifying the preferred unit: Clearly state which unit you are applying for (Liberal Arts & Data Science Unit or Global Education Unit).

\* Designated Forms: Please use the university's prescribed forms where specified. Failure to use the correct forms may result in the rejection of your application.

\* Download URL: The prescribed forms (Form 1 and Form 2) can be downloaded from: <https://www.tottori-u.ac.jp/institute/international/page/recruit/>

\* Please note that application documents will not be returned.

13. Please submit the completed application forms to:

(1) Submission by Post:

Please send your application materials to the following address:

Dr. Yuki Sakaguchi

The Director of the Organization for Education Support and International Affairs

Tottori University

4-101 Koyama-Minami, Tottori-shi, Tottori-ken, 680-8550

JAPAN

\* Please be sure to send your application by registered mail (kakitome-yubin) or

LetterPack and mark it: "Application Documents for Teaching Position, Center for Liberal Arts Education Enclosed" in red on the front of the envelope.

(2) Submission via Web Application:

Applications should be submitted through the JREC-IN Portal (<https://jrecin.jst.go.jp/seek/SeekTop>).

- \* Format: All required documents must be in PDF format and combined into a single ZIP file for upload.
- \* Signatures: For documents requiring a signature (e.g., Curriculum Vitae), please sign them by hand, scan them, and save them as PDF files.

14. Evaluation Procedure:

- \* (1<sup>st</sup>) Screening of application materials
- \* (2<sup>nd</sup>) Candidates selected at the first screening will be invited to an interview. Applicants will be asked to give a presentation or a mock lecture to the interviewing committee at the time of the interview.
- \* Interview date : Late April to early May 2026. (Specific dates will be communicated to interviewees later.)
- \* In principle, travel and accommodation expenses for the interview must be borne by the applicant. Applicants residing overseas should consult with the university regarding the interview format (e.g., the possibility of an online interview).
- \* Unit Assignment: Please note that, based on the selection results, a candidate may be assigned to a unit other than their preferred choice.

15. For further inquiries, please contact  
Students Supporting Division, Tottori University  
TEL 0857-31-5053  
FAX 0857-31-6762  
Email: [st-soumu@ml.adm.tottori-u.ac.jp](mailto:st-soumu@ml.adm.tottori-u.ac.jp)

16. Others

- The retirement age is 65 years of age.  
If the last day of the term of office falls on or after the mandatory retirement date, the retirement date shall be the mandatory retirement date.
- Tottori University promotes realization of a gender-equal society. Therefore, we strongly welcome applications from female researchers. Also, Tottori University and Tottori Prefecture give a high priority for providing work conditions in which workers can achieve their ideal balance between working

life and family/private life.

< References >

- Tottori University Office for Campus Diversity (Japanese only)

URL: <https://www.tottori-u.ac.jp/5683.htm>

- Support Center for Work-Life Balance, Tottori University Hospital (Japanese only)

URL: <http://www2.hosp.med.tottori-u.ac.jp/departments/center/worklife-balance-suppot/>

- Tottori Prefecture web site (Japanese only)

URL:<http://www.kosodate-ohkoku-tottori.net/>