

**Ritsumeikan Uji Junior and Senior High School  
(Fixed-term) Full-time Lecturer  
Recruitment Information 2025**

**Title of Position: English Teacher:**

Number: A few

**Qualifications (Required):**

- a) Speaks English as a first language or demonstrates equivalent ability.
- b) Holds a valid Japanese VISA.
- c) Has completed undergraduate studies (in linguistics, language education, or literature) and has relevant academic and/or professional experience by the end of March 31<sup>st</sup>, 2025.

**Qualifications (Preferred):**

- a) Applicant holds qualification(s) in teaching English (such as TEFL, TESOL, CELTA, DELTA) by the end of March 31<sup>st</sup>, 2025.
- b) Applicant holds a teaching certification from their home country.
- c) Applicant has experience or qualifications in teaching other subject areas. (e.g., English literature, academic writing, social studies, Theory of Knowledge, art, mathematics and science).

**Application Details:**

Application deadline : **November 29<sup>th</sup>, 2024**

※Candidates who have previously applied for and been rejected are welcome to reapply.

※Will close when a prospective employer has been selected.

**Please access this URL and submit your application on the web:**

<https://rw.ritsumei.ac.jp/survey/SVA20D0.html?key=SUR20241106155024182249533>

**Please be prepared to submit the following documents in PDF format:**

- a) Curriculum Vitae (Format Supplied)
- b) (Optional) Personal Curriculum Vitae (Upload PDF)
- c) Cover letter stating your reason for application. (Format Supplied)
- d) Copies of all university diplomas, both undergraduate and graduate. (Upload PDF)
- e) Academic transcripts from the undergraduate and graduate school. (Upload PDF)
- f) Copies of all teaching certificates (e.g., TEFL, TESOL, CELTA, DELTA, etc.), as well as a copy of your home country teaching certification, if you have one. (Upload PDF)
- g) A copy of the front and back sides of your alien registration or residence card. (Upload PDF)

\*Application Documents a), b) and c) must be completed in English.

**Applicant Screening Process:**

- 1) First-stage: Applicant document screening
  - a) Information submitted by applicants may be subjected to verification screening.

- b) The school might conduct a telephone pre-screening with certain candidates.
- 2) Second stage: Sample lesson and interview at Ritsumeikan Uji Junior and Senior High School

*\*The successful candidate's appointment is contingent upon a successful health examination prior to taking up the position.*

*\*No transportation allowance for interviews is paid by Ritsumeikan Uji Junior and Senior High School.*

**Conditions and Remuneration:**

- 1) The initial contract will run from April 1<sup>st</sup>, 2025, to March 31<sup>st</sup>, 2026.

The contract can be renewed a maximum of two times after the first contract upon mutual agreement between employer and employee.

- 2) The contract is administered in accordance with the various regulations of the Ritsumeikan Trust.

<u>Salary</u>	4.566	million yen per year; 380,500 yen per month (First year)
	4.866	million yen per year; 405,500 yen per month (Second year)
	5.178	million yen per year; 431,500 yen per month (Third year)

\* In case successful candidates begin working in the middle of the academic year, compensation will be pro-rated.

<u>Allowances</u>	Transportation allowance provided, research allowance, etc.
-------------------	---

**Work Location and Start Date:**

- 1) Location: Ritsumeikan Uji Junior and Senior High School
- 2) Start Date: April 1<sup>st</sup>, 2025

**Contact Information**

Ritsumeikan Uji Junior and Senior High School

Recruitment Office

〒611-0031 33-1 Hachikenyadani, Hirono-cho, Uji-shi, Kyoto-fu

Tel: 0774-41-3000 Fax: 0774-41-3555 E-mail: [jinji331@ujc.ritsume.ac.jp](mailto:jinji331@ujc.ritsume.ac.jp)

\*Ritsumeikan Uji Junior and Senior High School will only use your personal information in the submitted documents for specified recruitment procedures.

\*Ritsumeikan Uji Junior and Senior High School will take responsibility for disposing of all submitted documents after all necessary procedures are complete.