

March 4, 2025

To Whom It May Concern

Yumiko Shirai
Dean of the School of International Studies, Kobe College

Call for Applications for Full-time Position in the Department of English,
School of International Studies (Open Recruitment)

Please distribute or post this position announcement. Thank you.

1. **Position:** One position for Professor, Associate Professor, or Instructor of the Department of English, School of International Studies
2. **Employment status:**
This is a tenured position but could initially be appointed on a two-year tenure-track contract. The mandatory retirement age is 65.
3. **Field:** English-into-Japanese / Japanese-into-English Interpreting, Interpretation Education, Interpretation Studies, AI in Interpreting and Translation
4. **Teaching Responsibility:**
Undergraduate- and graduate-level courses in Interpretation-related courses. The average teaching load is 6-7 courses per semester, and courses meet once a week for 90 minutes.
All courses are taught in English. Experience or interest in active learning / project-based learning will be highly appreciated.
5. **Other Responsibilities:** Administrative duties.
6. **Date of Appointment:** April 1, 2026
7. **Qualifications:**
 - (1) Master's degree or higher, or equivalent level of education/experience in relevant fields
 - (2) At least 5 years of E-into-J / J-into-E interpreting experience with advanced interpreting skills
 - (3) Previous teaching experience (preferred)
 - (4) The ability to teach in English and communicate in Japanese for administrative duties
 - (5) Christian or a person with understanding of the Christian educational principles on which Kobe College is founded
8. **Open for Application:**
Must be received between March 4 (Tue.) and June 27 (Fri.), 2025
9. **Application Materials (either in Japanese or in English):**
 - (1) Complete resume with photograph and contact information
 - (2) A list of research presentations, publications, and educational and social activities, including interpreting experience
 - ※ For (1) and (2), please download application forms from the following website:
<https://www.kobe-c.ac.jp/application/files/6415/1381/5791/rirekisyo.xls>
 - (3) Description of teaching and research interests at Kobe College (2 A-4 pages)
 - (4) Three representative publications (originals, offprints or copies). All publications should be accompanied by an abstract in English.
 - (5) Two references (including names, affiliations, phone-numbers, e-mail addresses).
 - (6) A sample syllabus for one semester (15 sessions) of "Interpreting I," a course for second-year students, will be requested from the candidates who are invited for an

interview.

10. Selection Process:

Candidates who are successful in the first screening of applications will be invited to be interviewed and to carry out a 20-minute class demonstration in English based on the proposed syllabus. If necessary, the interview and the class demonstration will be carried out online. Documentation to verify academic and professional credentials will be required as part of the hiring process.

11. Document Submission:

Applicants should send electronic copies of all documents as PDF files to the Department of English Office at e-office@mail.kobe-c.ac.jp. The subject line of the mail shall be "Application for Interpretation Position." If any of the three representative publications cannot be sent as electronic copies, they should be delivered to the postal address below and noted in the e-mail. Note that candidates who are successful in the initial screening will be requested to submit hard copies of all the documents before the interview and class demonstration.

12. Inquiries: Kobe College, Department of English Office

4-1 Okadayama, Nishinomiya, Hyogo 662-8505

Phone: 0798-51-8548 Fax: 0798-51-8532

E-mail: e-office@mail.kobe-c.ac.jp

N.B. Submitted materials will not be returned unless requested upon application.

If you wish to have your application materials returned, please enclose a prepaid mailer.

*In case of any misunderstanding in translation, the Japanese version takes precedence over the English version of this job advertisement.