

## Call for Part-time Teaching Staff Translation from Japanese to English

- Title of Position:** Part-time lecturer to teach translation theory and practice from Japanese to English
- Position Vacant:** 1 position
- Institution:** Sophia University, Center for Language Education and Research
- Teaching Location:** Yotsuya Campus, Sophia University (Chiyoda-ku, Tokyo)
- Teaching Requirement:** Two 100-minute classes a week; either Mon. & Thu. or Tue. & Fri
- Contract:** Renewable annually up to five years in principle.  
The maximum period of employment in the new part-time contract can vary depending on personnel planning and curriculum.  
Sophia School Corporation owns Sophia University.
- Starting Date:** April 1st, 2023
- Qualifications:** The applicant must fulfill the following qualifications:  
 1. Understanding of the University's educational philosophy based on Catholicism.  
 2. MA / Ph.D (or equivalent) in translation theory, applied linguistics or related area.  
 3. Native or near-native English proficiency.  
 4. Teaching experience - preference will be given to candidates with expertise in translation practice as well as theoretical study in translation.
- Salary and benefits:** Your salary will be based on Sophia University's rules and regulations.
- Application Deadline:** December 21 (Wed), 2022 Applications must be submitted by this date.
- Documentation:**
1. Resume & Academic Achievements
  2. Statement of particular interests and strengths in the field of translation studies (Please write it on one sheet of A4 paper. Write your full name on the top right corner of the sheet.)
  3. Example of course syllabus (Course for foreign students who have completed advanced Japanese classes to learn the translation theory and practice from Japanese to English. Twenty-eight 100-minute lessons.)
  4. One letter of recommendation (Recommendation letter should be sent directly to CLER Office(info\_cler@sophia.ac.jp) by the recommender with the title of mail "Recommendation Letter for Japanese Part-time Teaching Staff 2023.")
- \*Please download the form for 1.  
 \*The application material will not be returned.  
 \*Your personal information included in the materials submitted will only be used for the selection process, and will be treated appropriately according to the Act on the Protection of Personal Information.
- Applications should be sent by email to:** The Director of Center for Language Education and Research, Sophia University  
 info\_cler@sophia.ac.jp  
 \*The title of mail should be "Application for Translation Part-time Teaching Staff 2023"  
 \*Please send the documentation in one pdf file (Please combine the documentation 1~3).  
 \*Applications by email only. Hand delivered ones and posted ones by the applicant or others will not be accepted.

Selection Process: We will notify those who have passed the first screening individually for interviews.  
**Interviews will be held on January, 21(Sat.), 2023**  
Due to the spread of COVID-19 infection, selection process and interview schedule may change.

The interview will be held in person at Yotsuya campus. Please note that transportation fee is not paid.

Inquiries about this position to: Takafumi Shimizu (takafu-s@sophia.ac.jp)