

December 5, 2025

Inter-University Center for Japanese Language Studies (IUC)  
Full-time Fixed-Term (3-Year) Japanese Language Instructor

1. Position/Number of openings

One (1) full-time instructor for an initial term of three years (April 1, 2026–March 31, 2029), with the possibility of renewal or granting of tenure upon successful completion of term. The IUC has a mandatory retirement age of 65.

2. Duties

Teaching intermediate and advanced Japanese, mostly to graduate students from North American universities who intend to become researchers or pursue other Japan-related work.

- General intermediate/advanced Japanese language classes
- Japanese for specific fields
- Developing new teaching materials
- Other duties related to the IUC's Japanese language teaching

3. Qualifications

- Master's degree required, PhD desirable.
- Must have some experience teaching intermediate or advanced Japanese at a university or other institution of higher learning.
- Preference given to applicants who have studied an academic field other than Japanese language education (e.g., art history, religion, law, or science and engineering) at the undergraduate level or above, or who can teach classical Japanese or *kanbun*.
- Must be a native Japanese speaker or have equivalent Japanese language skills.

4. Terms of Employment

- Working hours are 9:30–4:30 weekdays. Wednesday afternoons may be used for study or training outside the workplace.
- Days off: Saturday, Sunday, national holidays, and school holidays (New Year's vacation, summer vacation, etc.).
- Teaching hours: Maximum of 13 classes a week (one class = 50 minutes).
- Pay: In accordance with IUC pay regulations.
- Benefits: Pension, health insurance, long-term care insurance (*kaigo hoken*; only those aged 40 or more are eligible), unemployment insurance, worker's accident insurance (*rōsai hoken*).
- Commuting expenses: paid up to fixed maximum.

5. Term of Contract

- April 1, 2026–March 31, 2029, with the possibility of renewal or granting of tenure on successful completion of term.

- If you prefer a three-year contract period beginning September 1, 2026, please consult with us.

## 6. Application Documents

- Curriculum vitae
- List of research achievements (including teaching materials).
- Chronology of Japanese language teaching experience (including type of students, dates, texts used, and school[s]).
- One publication (photocopy permissible).
- Short essay (approximately 1000 characters) on “my aspirations as a Japanese teacher.”
- Two letters of recommendation.

Notes:

- \* All documents must be written in Japanese.
- \* All documents should be submitted by email to [jobs@iucjapan.org](mailto:jobs@iucjapan.org).
- \* Submitted application documents will be responsibly disposed of after the review process.
- \* Please refrain from inquiring as to the status of your application.

## 7. Application Deadline

- All documents must arrive by February 14, 2026 Japan time.

## 8. Selection Process

- Initial screening will be on the basis of documents submitted. Applicants shortlisted following the initial screening will be asked to come to the IUC for a written test, interview, and mock lesson.

Notes:

- \* Applicants are responsible for their own transportation to the IUC for the test/interview/mock lesson.
- \* Other arrangements (e.g., Zoom interview) may be made for those applying from abroad.

## 9. Submission Address/Inquiries

[jobs@iucjapan.org](mailto:jobs@iucjapan.org)

## 10. Location of Work

Inter-University Center for Japanese Language Studies  
Pacifico Yokohama, 5F  
1-1-1 Minato Mirai  
Nishi-ku, Yokohama  
Japan 220-0012

The IUC is located 5 minutes by foot from Minatomirai Station on the Minatomirai Line and 15 minutes by foot from Sakuragi-chō Station on the JR Negishi Line/Yokohama Municipal Subway Blue Line.