

## **Job Description**

### **JAPANESE LANGUAGE INSTRUCTOR**

**School of Business Administration**

**Portland State University**

**<http://www.sba.pdx.edu>**

The School of Business Administration at Portland State University seeks candidates for a fixed-term instructor position in the Master of International Management (MIM) Program beginning September 16, 2014.

**Position/Rank:** Assistant Professor/Instructor

**Responsibilities:** The Japanese language instructor is a 9-month appointment and covers two basic areas: (1) serving as the coordinator and lecturer for the Japanese language series in the MIM Program, and (2) serving as faculty liaison to the Japanese community in Portland and vicinity.

The lecturer duties involve teaching a series of Japanese language (Beginning/Intermediate/Advance) courses to MIM students. The coordinating duties entail working with the MIM Academic Director to schedule classes that meet student demand and to ensure timely graduation for all students. Additional activities include coordinating and planning course-related activities, hiring, training and monitoring all MIM adjunct Japanese language instructors, and ensuring that the curriculum helps students improve proficiency levels in Japanese language.

The faculty liaison duties include working with individuals and organizations in the Japanese community in Portland and vicinity to organize activities that are beneficial to students of the MIM Program.

The Japanese language instructor reports directly to the Academic Director of the Master in International Management Program.

**Position requires:** Qualified candidates will have a track record of experience in teaching students whose native language is not Japanese, and will demonstrate evidence of teaching excellence. Past or current involvement with Japanese professional groups is preferred. The successful candidate will be experienced in working closely with diverse groups of students.

**Qualifications:** Candidates will have a Master's degree, or higher, from an accredited institution, and experience teaching students whose native language is not Japanese.

Compensation: PSU offers a competitive salary commensurate with experience and an excellent benefits package including paid healthcare, generous retirement program, and reduced tuition rates for self or dependents at any of the seven Oregon state universities.

Application: Review of applications begins March 1<sup>st</sup>, 2014. The search will continue until the position is filled. To apply, submit a letter of interest, resume, evidence of teaching effectiveness, and three letters of reference to Dr. Piman Limpaphayom: **piman@pdx.edu**

*Portland State University is an Equal Opportunity Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty, staff, and students. We welcome applications from candidates who support and model our diversity commitment.*