

## **ANNOUNCEMENT**

The Research Institute for Learner Autonomy Education (RILAE) (<https://kuis.kandagaigo.ac.jp/rilae/>) at Kanda University of International Studies (KUIS) (<http://www.kandagaigo.ac.jp/kuis/english>) has a position available for a one-year period commencing April 2023 (sabbatical cover).

**Position: Researcher in language learner autonomy and advising**

## **KANDA UNIVERSITY OF INTERNATIONAL STUDIES**

Kanda University of International Studies is a private university dedicated to the pursuit of excellence in foreign language education, intercultural communication, linguistics, and culture studies. The University comprises two faculties: (i) The Faculty of Foreign Languages and (ii) The Faculty of Global Liberal Arts. The Faculty of Foreign Languages has four undergraduate departments: English and American Languages, International Communication, Asian Languages, and Ibero-American Languages. The university also grants MA and PhD degrees in linguistics and applied language studies. The SALC works alongside each of these faculties and departments to provide all students with support for developing autonomous learning and with planning and directing their own language learning.

KUIS enrolled its first undergraduate students in April 1987 and graduated its first class in 1991. In total, there are approximately 3500 students. The university is accredited by the Japan Ministry of Education, Culture, Sports, Science & Technology and is situated in Makuhari, Chiba Prefecture. Makuhari is approximately 40 minutes by train from Tokyo. The university is set in an educational zone with other universities and educational facilities. Makuhari Messe Convention and Exhibition Center, the World Business Garden, international hotels, new apartment complexes, shopping facilities, sports clubs and several parks are a part of this new community.

## **THE RESEARCH INSTITUTE FOR LEARNER AUTONOMY EDUCATION (RILAE)**

RILAE was established at KUIS in 2017 and is a resource for teachers and researchers around the world interested in learner and teacher autonomy. The aim of RILAE is to promote research, professional development, and best practice in developing lifelong autonomous learning. RILAE comprises the following:

- an active community of practitioners and researchers
- online sessions for professional development
- opportunities for sharing best practice in research and practice of autonomy
- two open-access peer-reviewed journals
- courses in the areas of advising and autonomy
- a repository of research instruments for autonomy-related studies

### **Research**

RILAE coordinates research within the Self-Access Learning Center (SALC) (<http://www.kandagaigo.ac.jp/kuis/salc/>) and in collaboration with other sections of KUIS with the aim of ensuring that learners' needs are being met. In addition, RILAE collaborates with

international institutions in order to increase research contributions to the field of language education.

### **Education**

The Learning Advisor Education (LAE) program offered by RILAE provides professional education for language teachers, learning advisors, and advisor educators. Graduates of the certificate program (offered in collaboration with the KUIS graduate school) become professionals in promoting learner autonomy through reflective dialogue. The LAE certificate program includes five courses in English (Getting Started, Going Deeper, Becoming Aware, Transformation, and Becoming an Autonomous Teacher Leader) by providing initial and continuing education for those who wish to become professional advisors. On completion of each course in the LAE program, participants receive a Certificate in Advising from RILAE. In 2022, RILAE began to offer the courses in Japanese and plans to expand in the coming years. The courses are normally offered online and RILAE has welcomed participants from around the world.

### **Consulting**

RILAE (in collaboration with other sections of the university) often collaborates with local schools and institutions to provide guidance and training for teachers and staff who are establishing self-access facilities and advising in language learning programs for their students.

## **THE SELF-ACCESS LEARNING CENTER (SALC)**

RILAE operates in close collaboration with the SALC which was founded in June 2001. The SALC employs academic, administrative and student staff. Learning advisors support learners in their endeavors to become autonomous language learners. This is through providing self-access resources, offering workshops, providing self-directed learning modules, teaching credit courses where students learn how to create and follow their own personalized learning plan, supporting learning communities, and through one-to-one advising sessions. Advising occurs in face-to-face and written form in the KUIS context. Students are encouraged to become more responsible for their own learning both inside and outside the classroom. The SALC is a social learning community housed in a purpose-built facility which receives more than 1000 student users per day. Students come to study and use English and other languages, socialize, attend events and get language and learning support from teachers, learning advisors, and other students.

## **THE POSITION: SUMMARY**

### **Position: Researcher in language learner autonomy and advising**

We have identified a need for a full-time researcher who will cover some of the research and advising duties of a faculty member who will be on academic leave for one year. In addition, the incumbent will support the LAE program by teaching (or co-teaching) courses in English and Japanese. They may also be asked to offer workshops and consulting services for high schools and junior high schools in Japan that occur throughout the year.

The incumbent should be an expert in the field of language education and advising, be a competent researcher, have excellent written and oral communication and administration skills, and be fluent in both English and Japanese.

The position will be full time, five days per week (which may include weekends) for the equivalent of two 15-week semesters. It will be an academic position at the rank of Lecturer or Senior Lecturer. Support with research activities will be provided in line with other academic positions at the university.

## **QUALIFICATIONS & EXPERIENCE**

### ***Essential***

- MA in TESOL, applied linguistics, language education or a closely related field.
- Experience in conducting empirical research in language learner autonomy, self-access learning or advising.
- Experience with managing an academic journal.
- At least four years of experience in advising in language learning.
- At least two years of experience with teaching, training and/or mentoring learning advisors.
- Excellent organizational skills.
- Excellent communication skills in both English and Japanese.
- Excellent interpersonal skills and the ability to support a collegial working environment.
- Willingness to work at weekends as part of their normal workload.
- Willingness to provide occasional training sessions and consulting during holidays (compensated separately).

### ***Preferred***

- Experience in administrative leadership.
- Three or more relevant publications.
- Some experience with teaching or training online both synchronously and asynchronously.
- Experience with organising academic conferences or events.

## **MAIN RESPONSIBILITIES**

### **1. Research-related duties**

- Participating in existing or new RILAE group research projects and supporting colleagues in their research.
- Participating in research projects related to the LAE program.
- Assisting with the publication and editorial process of *Relay Journal* and *SiSAL Journal*.
- Supporting RILAE research events.

### **2. Participating in the RILAE Learning Advisor Education courses (May be online or face-to-face, will include weekend work)**

#### **Teaching (or co-teaching) RILAE courses and workshops on advising in English**

- Teaching 4 core courses in the LAE Certificate in Advising course in English
- Preparation of materials
- Providing feedback to course participants
- Participating in online forum discussions
- Administrative duties where needed

### **Facilitating workshops on advising and learner autonomy in English**

- Providing stand-alone workshops for KUIS staff
- Teaching refresher courses for experienced advisors
- Participating in offering workshops for teachers and staff at schools in Japan

### **Teaching (or co-teaching) courses and workshops on advising in Japanese**

- Teaching 1 core course in advising in Japanese
- Preparation of materials
- Providing feedback to course participants
- Participating in online forum discussions
- Administrative duties where needed

### **3. consulting**

- Attending occasional meetings with institutions and/or advising on learner autonomy support for teachers and learners in Japan

### **4. Advising**

- Being available for around six hours per week in the SALC to provide advising services for students. Specific duties will be agreed in advance with the SALC Director and Principal Learning Advisors and may include the following:
  - Booked advising
  - Drop-in desk advising
  - Casual advising in the SALC
  - Supporting student learning communities
  - Supporting undergraduate language learners on their self-directed learning by providing weekly guidance and written feedback
  - Teaching up to two 90-minute periods of courses on self-directed learning

## **EMOLUMENTS**

### **Salary**

1. Gross annual pre-tax salary (including bonuses) will depend on experience.
  - a) The salary is payable in monthly instalments
  - b) Bonus payments are made in September and March

### **Other**

2. Private Research Allowance: ¥100,000 plus financial support towards attending national and international conferences
3. Commuting Allowance: Applicable costs of daily travel between residence and University
4. Contract Completion Payment (based on number of years completed).

## **RESOURCES**

1. The Research Institute for Learner Autonomy Education (RILAE): <https://kuis.kandagaigo.ac.jp/rilae/>
2. Relay Journal: <https://kuis.kandagaigo.ac.jp/relayjournal/>
3. Studies in Self-Access Learning Journal: <http://sisaljournal.org/>
4. KUIS 8 website (for students): <http://kuis8.com/>
5. SALC Website (for visitors, English): <http://www.kandagaigo.ac.jp/kuis/salc/>

6. KUIS 8 website (for visitors, Japanese): <http://www.kandagaigo.ac.jp/kuis/kuis8/>
7. SALC News blog (for KUIS staff): <https://salcnews.wordpress.com/>

## **VIII. APPLICATION PROCESS**

To apply please send a CV and cover letter by email to the Hiring Committee at [salcrecruitment@kanda.kuis.ac.jp](mailto:salcrecruitment@kanda.kuis.ac.jp) by July 30, 2022.

### **Note**

The researcher concerned cannot obtain the right of conversion to indefinite term status under Article 18, paragraph 1 of the Labor Contract Law unless the total contract period exceeds 10 years in accordance with Article 15-2, paragraph 1, item 1 of the Innovation Law (科学技術・イノベーション創出の活性化に関する法律) .