



Position announcement: Production Designer, Kanda University of International Studies

Kanda University of International Studies (KUIS), Chiba, Japan has an opening for the position of Production Designer to work with the SALC (Self-access Learning Centre) team. A KUIS Production Designer works as part of a team in a bilingual English-Japanese environment to create and update various materials in the SALC such as signs, websites, printed learning activities for students, promotional brochures and other items, and audio and video materials. This is a full time, one year (renewable) position. The salary is calculated according to experience.

Kanda University of International Studies

Kanda University of International Studies (KUIS), founded in 1987 in Makuhari in Chiba Prefecture, is a private university dedicated to the pursuit of excellence in international studies, particularly in the areas of foreign languages, intercultural communication, Japanese culture, linguistics, and international studies.

The SALC

The SALC was established at the university in 2001 and operates alongside the English Language Institute. It is a purpose-built, dynamic and vibrant learning environment and is equipped with semi-guided learning materials and a wide-range of equipment which learners use to further their own study at their own pace.

Job summary and purpose

To work with the SALC team to produce various educational, informational and promotional materials.

Qualifications/experience/competencies include:

Criteria	Essential/Desirable
Solid speaking and writing skills both in English and Japanese	E
Good skills to use Adobe Creative software such as Illustrator and Photoshop	E
Web programming skills	E
Previous experience as an employee preferably in creative fields	E
Effective team player	E
Able to work fulltime from Monday to Friday	E
Experience and knowledge of video-editing software	D
Four year college degree preferred	D

Able to work flexibly if necessary (later hours or on Saturdays)	D
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Application procedure:

Closing date for receipt of applications: open until filled

Please send a CV in both English and Japanese and a cover letter in English explaining how you could make an important contribution to the SALC team to:

Dr Jo Mynard
SALC Director / ELI Assistant Director
Kanda University of International Studies
1-4-1 Wakaba
Mihama-ku
Chiba-shi
Chiba-ken
261-0014
Japan

Applications may also be sent by fax to:
+81 - 43 - 273 - 2018 (from outside Japan)
043 - 273 - 2018 (from inside Japan)

Or by email to:

salcrecruitment@kanda.kuis.ac.jp

For more information about the SALC and KUIS, please access the website:

SALC: <http://www.kandagaigo.ac.jp/kuis/salc/index.html>

KUIS: <http://www.kandagaigo.ac.jp/kuis/>