

Title	Full-time (Nontenured) English Lecturers at the Global Education Center, Tokyo Kasei University (1 position)	
Institution	Tokyo Kasei University	
URL of department	https://www.tokyo-kasei.ac.jp/international/global/index.html	
Department	Global Education Center	
Job description	<p>1. Teaching: English IA(1st year, Speaking), IIA (2nd year, Writing), English Communication I, II (Oral Communication)</p> <p>2. Attendance: 4 days per week, 8 koma out of the following 10 classes: 1~4 periods on Monday and Wednesday, and 4~5 periods on Saturday 1: 9:00 a.m. - 10:40 a.m. 2: 10:55 a.m. - 12:35 p.m. 3: 1:25 p.m. - 3:05 p.m. 4: 3:20 p.m. - 5:00 p.m. 5: 5:15 p.m. - 6:55 p.m.</p> <p>3. Other responsibilities: Teachers are expected to be involved in the development and coordination of the program curriculum and of events organized by the Global Education Center.</p>	
	Address	1-18-1 Kaga, Itabashi-ku, Tokyo, 173-8602 (Nearest station : Jujo station on the Saikyo-sen line)
	Number of positions	1 position
	Starting date	April 1st, 2020
Research field	Humanities, Linguistics	
Job type	English lecturer, full-time position (Nontenured)	
Employment status	Full-time (Nontenured), 3-year contract, with a possibility of two times 1-year extensions upon mutual agreement	
Work location	Kanto district - Tokyo	
Qualification	<p>1. Master's degree or above in TESOL/TEFL, applied linguistics or a related area;</p> <p>2. English teaching experience at the university level;</p> <p>3. Native speaker proficiency of English with sufficient Japanese ability;</p> <p>4. Must be able to conduct classes in English to students with various levels of proficiency;</p> <p>5. Must be able to reside within or near Kanto area;</p> <p>6. Must understand the school policy and conduct the classes in accordance with it.</p>	
Compensation	Salary: According to the university employment regulations with bonus (The details will be shown in the interview.)	
Deadline for application	November 6th, 2019 Deadline for receiving application	
Application /selection /notification of result /contact details	Documents required: (1) CV, list of publications (2) A recent photo (3) Short essay about your educational and research philosophy (4) Syllabus for English IA (Communicative abilities focusing mainly on	

speaking, mandatory course for first-year students)

(5) Copy of certificate of the highest degree earned.

*The applicants are advised to download the prescribed (1) CV and list-of-publication forms, (2) a recent photo, (3) short essay, and (4) Syllabus (links below) from Tokyo Kasei University's web site and follow those formats.

https://www.tokyo-kasei.ac.jp/industry/researcher_recruiting/document/index.html

*All the application materials you have submitted to us will only be used for the present recruitment.

Submit applications to:
 Global Education Center, Tokyo Kasei University
 1-18-1 Kaga, Itabashi-ku, Tokyo, 173-8602

*Please write "Full-time Position (GEC)" in red on the front side of the envelope, and send it by registered mail.

*Application by e-mail will not be accepted.

*Documents submitted with your application will not be returned, and will be discarded once the selection process has been completed. Academic publications submitted can be returned on request together with post-stamped and self-addressed envelope.

Selection process:

1st screening: Review of application forms.

2nd: Interviews with those who have passed the first stage will be held at Tokyo Kasei University (after 5:30 p.m. on November 13th). As part of the interview, the candidate will be asked to perform a demonstration "English IA" lesson. Travel expenses will not be reimbursed.

3rd: On the basis of examination by the recruitment committee, selection committee, and the faculty meeting, president will set the final confirmation.

*The result will be emailed to applicants.

Where to make contact:
 Global Education Center, Tokyo Kasei University
 E-mail: gec@tokyo-kasei.ac.jp (The title of the message should read: "Application for English Lecturer Position (GEC).")

*We do not respond to telephone inquiries.

Others

—