

Title	Part-time English Lecturer at the Global Education Center, Tokyo Kasei University (Itabashi Campus)	
Institution	Tokyo Kasei University	
URL of department	https://www.tokyo-kasei.ac.jp/international/	
Department	Global Education Center	
Job description	<p>1. Subjects to teach: English IA (1st year students, Speaking) English IIA (2nd year students, Writing)</p> <p>2. Class schedule: English IA: 1st and 2nd periods on Mondays and/or Wednesdays English IIA: 3rd and 4th periods on Mondays and/or Wednesdays (Two to four of the above classes will be offered.)</p> <p>1st period: 9:00 a.m. - 10:40 a.m. 2nd period: 10:55 a.m. - 12:35 p.m. 3rd period: 1:25 p.m. - 3:05 p.m. 4th period: 3:20 p.m. - 5:00 p.m. 5th period: 5:15 p.m. - 6:55 p.m. *The classes are 100-minute long and meet once a week.</p>	
Address	1-18-1 Kaga, Itabashi-ku, Tokyo, 173-8602 (Nearest station : Jujo station on JR Saikyo line)	
Number of positions	2 *Number of positions may change due to circumstances.	
Starting date	April 1, 2024	
Research field	Humanities, Linguistics	
Job type	English lecturer, part-time	
Employment status	Part-time (Nontenured)	
Work location	Kanto district – Tokyo	
Qualifications	<p>1. Candidates must have Master's degree or above in TESOL/TEFL, applied linguistics or a related area;</p> <p>2. Candidates should have English teaching experience at university level;</p> <p>3. Candidates must have native-level English proficiency with sufficient competence in Japanese;</p> <p>4. Candidates must be able to conduct classes in English to students with various levels of proficiency;</p> <p>5. Candidates should reside within or near the Kanto area after employment;</p> <p>6. Candidates are to have a deep understanding of the founding spirit of Tokyo Kasei University and to be able to carry out classes and school duties with enthusiasm and ingenuity;</p> <p>7. Candidates must have a valid Japan work visa.</p>	
Compensation	The amount of salary is to be determined according to the university employment regulations.	
Deadline for application	January 15, 2024 Deadline for receiving application	
Application /selection /notification of result /contact details	<p>Documents required using specified formats: (1) CV (2) Photo form (Photo pasted on specified paper) (3) CV 2 (Brief personal history) (4) Availability</p> <p>*Please download the forms from the link below. https://www.tokyo-kasei.ac.jp/industry/researcher_recruiting/document/forms_for_application.html</p>	

	<p>*Please follow the guidelines exactly to complete the forms. *You do not need to send us copies of your publications. *All the application materials you submit to us will only be used for this recruitment.</p> <p>Submit applications to: Global Education Center, Tokyo Kasei University 1-18-1 Kaga, Itabashi-ku, Tokyo, 173-8602</p> <p>*Please write “Application for Part-time English Lecturer (GEC)” in red on the front side of the envelope, and send it by registered mail. <u>*Application by e-mail will not be accepted.</u> *Documents submitted with your application will not be returned, and will be discarded once the selection process has been completed.</p> <p>Selection process: 1st screening: Review of application documents. 2nd screening: The shortlisted candidates will be interviewed and will be asked to give a demonstration lesson at Tokyo Kasei University on one of the following dates: Sat. January 20, 2024. Travel expenses will not be reimbursed. *The above schedule is tentative and subject to change. *1st screening results: Only those who have been added to the selection process will be contacted by e-mail by 3:00 p.m. on Wed. January 17, 2024. *2nd screening results: Selection results will be notified directly to the applicant by e-mail.</p> <p>Where to make contact: Global Education Center, Tokyo Kasei University E-mail: gec-jinji@tokyo-kasei.ac.jp *The title of the message should read: “Application for Part-time English Lecturer (GEC).” *We do not respond to telephone inquiries.</p>
Others	—