

<b>Title</b>		<b>Part-time English Lecturers at the Global Education Center, Tokyo Kasei University (Itabashi Campus)</b>
<b>Institution</b>		Tokyo Kasei University
<b>URL of department</b>		<a href="https://www.tokyo-kasei.ac.jp/international/">https://www.tokyo-kasei.ac.jp/international/</a>
<b>Department</b>		Global Education Center
	<b>Job description</b>	<ol style="list-style-type: none"> <li>1. Teaching: English IA (1st year, Speaking), IIA (2nd year, Writing)</li> <li>2. Attendance: Some of the following classes, especially 3rd and 4th periods on Mondays. (English classes are on Mondays and Wednesdays from 1st to 4th period, so we give high priority to those who are able to teach this time in the future as well.) <ul style="list-style-type: none"> <li>1: 9:00 a.m. - 10:40 a.m.</li> <li>2: 10:55 a.m. - 12:35 p.m.</li> <li>3: 1:25 p.m. - 3:05 p.m.</li> <li>4: 3:20 p.m. - 5:00 p.m.</li> </ul> </li> </ol> <p>*Tokyo Kasei's classes are 100 minutes long.</p>
	<b>Address</b>	1-18-1 Kaga, Itabashi-ku, Tokyo, 173-8602 (Nearest station : Jujo station on the Saikyo-sen line)
	<b>Number of positions</b>	1 position
	<b>Starting date</b>	April 1, 2021
<b>Research field</b>		Humanities, Linguistics
<b>Job type</b>		English lecturer, part-time
<b>Employment status</b>		Part-time (Nontenured)
<b>Work location</b>		Kanto district - Tokyo
<b>Qualification</b>		<ol style="list-style-type: none"> <li>1. Master's degree or above in TESOL/TEFL, applied linguistics or a related area;</li> <li>2. English teaching experience at the university level;</li> <li>3. Native speaker proficiency of English with sufficient Japanese ability;</li> <li>4. Must be able to conduct classes in English to students with various levels of proficiency;</li> <li>5. Must be able to reside within or near Kanto area;</li> <li>6. Must understand the school policy and conduct the classes in accordance with it;</li> <li>7. Must have a work visa in Japan.</li> </ol>
<b>Compensation</b>		Salary: According to the university employment regulations (The details will be shown after the interview.)
<b>Deadline for application</b>		September 23, 2020 Deadline for receiving application
<b>Application /selection /notification of result /contact details</b>		Documents required: <ol style="list-style-type: none"> <li>(1) CV</li> <li>(2) Photo form (Photo pasted on specified paper)</li> <li>(3) CV2 (Brief personal history)</li> <li>(4) Copy of your residence card</li> </ol>

\*Please download the specified format from the below link.

[https://www.tokyo-kasei.ac.jp/industry/researcher\\_recruiting/document/forms\\_for\\_application.html](https://www.tokyo-kasei.ac.jp/industry/researcher_recruiting/document/forms_for_application.html)

\*Please follow the guidelines to complete the forms.

\*You do not need to send us copies of major academic papers.

\*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 “Application for Part-time English Lecturer 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, or by online (around at the beginning/middle of October). As part of the interview, the candidate will be asked to perform a demonstration lesson. Travel expenses will not be reimbursed.

Where to make contact:

Global Education Center, Tokyo Kasei University

E-mail: [gec@tokyo-kasei.ac.jp](mailto:gec@tokyo-kasei.ac.jp) (The title of the message should read: “Application for Part-time English Lecturer Position (GEC).”)

\*We do not respond to telephone inquiries.

Others

—