

**Job Announcement of English Teacher
(Okayama University)**

1. Position:

One full-time English teacher (Associate Professor in the Foreign Language Education Center [FLEC] at Okayama University)

2. Duties will include:

- (1) Teaching a normal load of 6 classes per week (1 class is 90 minutes).
- (2) Planning, implementing and improving the general education English curriculum. This includes development and research of teaching materials and methodology.
- (3) Coordinating full-time and part-time English teachers' activities.
- (4) Participating in meetings and related events.

3. Starting date:

April 1, 2009 (or October 1, 2008, if possible)

4. Application Deadline: Applications must be received no later than 5 p.m. on May 9, 2008.

5. Qualifications:

- (1) Native English speaker or speaker with native fluency in English
- (2) Master's or higher degree in TEFL/TESL (Teaching of English as a Foreign/Second Language) or a related field.
- (3) Enthusiasm for language teaching and an ongoing commitment to current language teaching methodologies. University classroom experience as a teacher of English to speakers of other languages is preferable.
- (4) Experience in promoting e-learning, CALL or IT in English education would be preferred.
- (5) An adequate command of Japanese to manage daily university work.

6. Salary and Benefits:

- (1) Annual salary will be determined by the relevant rules of Okayama University as a national university corporation, according to professional experience and qualifications.
- (2) The travel expenses of the appointee and his/her dependents from the place of departure to Okayama will be reimbursed upon arrival.
- (3) A research fund is available every academic year.
- (4) Allowances: commutation, family, housing allowances and others are to be provided if the conditions stipulated by the University employment rules are met.
- (5) Residential accommodation: If there are vacancies in the University-owned accommodation, you are entitled to apply for them.

7. Application materials:

- (1) Curriculum vitae including a full statement of educational background starting with high school, qualifications, professional career, telephone number, fax number and e-mail address.
- (2) Recent photograph no larger than 6 cm by 4 cm with your name printed in block letters on the back.

- (3) List of publications with works in refereed and non-refereed journals listed separately first, followed by books, essays, and oral presentations. Also include (photo-) copies of up to three self-selected works.
- (4) A sample of a recent lesson plan and materials.
- (5) One letter of recommendation from someone familiar with your current work. Also provide a list of two additional references with contact information.
- (6) An essay (in English) of approximately 1,000 words, on: 1) your ideas or experiences on teaching or developing curricula for general English classes at the university level; 2) your ideas for implementing e-learning in conjunction with regular English lessons.

8. Send application materials to:

Prof. Koji Tanaka
Foreign Language Education Center, Okayama University
1-1, Tsushimanaka 2-Chome, Okayama 700-8530, Japan

Notes:

- (1) Write Job Application in red on the envelope and send it by registered mail.
- (2) Final candidates may be interviewed around June in Okayama. Travel expenses will be paid by applicants. Overseas applicants upon consultation may be able to make other arrangements.
- (3) For further information, please contact Prof. Masaki Sakai by e-mail or fax (not by telephone):
Foreign Language Education Center, Okayama University
E-mail: masack@cc.okayama-u.ac.jp
Fax: 086-251-7876
- (4) All application materials should be written in English, but the letter of recommendation is acceptable in English or in Japanese. Application materials sent to us cannot be returned.

Background information:

The Foreign Language Education Center (FLEC) was founded in 2002 and consists of two sections: English and other foreign languages. The English section has four full-time Japanese teachers and four full-time native-speaking teachers. This section offers general education English classes and some English classes for faculty and graduate courses. Native English classes are taught to all first year students enrolled at Okayama University and also Advanced English courses which are open to all students. FLEC also promotes an e-learning system to supplement the regular lessons.