

The Faculty of Arts and Letters of Kyoritsu Women's University is accepting applications for the following one full-time faculty position starting from April 1, 2010.

1. Position: Associate Professor or Lecturer
2. Classes the successful applicant will teach: English I (general English classes for students from all departments), English Communication Seminar (classes in spoken English and English composition for students in the Faculty of Arts and Letters), Survey of British Culture
3. Qualifications:
 - (1) Native Speakers of English
 - (2) Holders of MA degree in TEFL (TESL)
 - (3) Japanese proficiency: applicants must be able to lecture and to fulfill all administrative duties in Japanese
4. Conditions of Employment
 - (1) Retirement age: 65
 - (2) Salary: to be determined by university regulations
 - (3) Office will be shared
5. Application Materials:
 - (1) Curriculum Vitae in Japanese (Applicants are required to download the *Kyōin-kojin-chōsho* form from the Kyoritsu Women's University Home Page. Click on *Saiyō-jōhō*)
 - (2) Complete list of academic achievements (Applicants are required to download the form from the University's Home Page. Click on *Saiyō-jōhō*.)
 - (3) Publications (copies of academic papers are acceptable). Applicants must submit three papers along with a typed 250-word summary of each in English on A4 size paper.
 - (4) A statement of your views on foreign language education and what you hope to achieve as an English teacher at Kyoritsu, 800 characters in Japanese.
6. Contact Information: Send all of the above materials by registered mail to: The Office of the Dean, Faculty of Arts and Letters, 2-2-1 Hitotsubashi, Chiyoda-ku, Tokyo, 100-8437 "Application for the position in English education" must be written on the envelope in red.

*The application materials must reach the office by September 30, 2009. Applicants who wish to have materials returned to them should include a self-addressed stamped envelope. Successful applicants will be contacted for an interview.

*Questions can be addressed to koubo_b@bungei.kyoritsu-wu.ac.jp