

**Seeking Adjunct (Part-Time) English Language Lecturers
for
New York University-SCPS American Language Institute Tokyo Center's
College Preparatory and Professional English Programs**

New York University's American Language Institute (ALI), a unit in NYU's School of Continuing and Professional Studies, in cooperation with Nichii Gakkan, a leading Japanese health care and education provider, seeks experienced and talented English Language (EFL-ESL) instructors for its academic and professional English courses, which will be offered from October 2013 at the NYU-SCPS ALI Tokyo Center in Shinagawa, Tokyo, Japan.

NYU-SCPS's ALI in New York City oversees all academic aspects of the program, (curriculum, instructor selection and supervision) and ensures that NYU-SCPS ALI Tokyo quality standards conform to NYU-SCPS standards. Nichii Gakkan employs instructors and handles the management, logistics, and operation of the ALI Tokyo Center.

The NYU-SCPS ALI Tokyo Center represents NYU-SCPS' first overseas ALI branch. The Tokyo Center will offer programs designed to enable Japanese learners of English to meet US college entrance threshold levels of English, courses to help develop general English proficiency, and programs for professionals aspiring to greater levels of English proficiency in order to more fully and successfully participate in an increasingly globalized business world.

The Tokyo Center—by observing the same best practices and pursuing the same educational mission as the ALI based in New York City, and by building mechanisms into the programming and other activities of the Tokyo Center that will link it virtually and in other ways to NYU, SCPS, and the ALI in New York City—aims to deliver world-class English language training for academic and professional purposes in Japan.

We are seeking individuals who enjoy the challenge of being part of something new; people who would look forward to working closely with colleagues both in Tokyo and in New York to make this entrepreneurial effort a successful enterprise.

Adjunct ALI Tokyo language lecturers will be responsible for teaching one or more of the EFL (EAP and ESP) courses listed below. Those who are interested will also have the opportunity to work with ALI Tokyo full-time faculty and administrators on curricular and program development and on student activities.

English for Professional Purposes (EP)

All EP courses are offered weekday evenings or on weekends.

- An Introduction to Doing Business in America (1.5 hours/week. Evenings)
- Business Writing I and II (3 hours/week. Evenings or weekends)
- Business Speaking I and II (3 hours/week. Evenings or weekends)
- Marketing (3 hours/week. Evenings or weekends)
- Finance (3 hours/week. Evenings or weekends)
- Management (3 hours/week. Evenings or weekends)
- English for English Teachers (3 hours/week. Evenings or weekends)

College Preparatory Program (CP) (High Intermediate and Advanced)

All CP courses are offered weekday evenings and on weekends.

- Reading and Writing Core (3 hours/week. Evenings or weekends)
- Listening and Speaking Core (3 hours/week. Evenings or weekends)
- Research Skills (3 hours/week. Evenings)
- The American College Experience (3 hours/week. Evenings)
- Academic Word Power (1.5 hours/week. Evenings or weekends)
- TOEFL Prep (1.5 hours/week. Evenings or weekends)

General English Program (GE) (Beginning and Low Intermediate)

GE courses are offered intensively during the weekdays (20 hours of class per week), semi-intensively weekday evenings (15 hours of class per week), and on a course-by-course basis on Saturdays and Sundays.

Weekday program

- Reading and Writing Core (4 hours/week. Weekdays)
- Listening and Speaking Core (4 hours/week. Weekdays)
- Accent Reduction (2 hours/week. Weekdays)
- Vocabulary Building (2 hours/week. Weekdays)
- Word Power (2 hours/week. Weekdays)

Evening/Saturday programs

- Reading and Writing Core (3 hours/week. Evenings or weekends)

- Listening and Speaking Core (3 hours/week. Evenings or weekends)
- American Culture (1.5 hours/week. Evenings)
- Accent Reduction (1.5 hours/week. Evenings or weekends)

Qualified applicants will:

1. Hold a masters degree in TESOL, Applied Linguistics, or closely related field
2. Have at least three years of EAP and/or adult ESP teaching experience
3. Be native or near native speakers of English
4. Possess professional-level English writing and communication skills
5. Reside in Japan and possess a proper working visa.

Priority will be given to candidates who:

- Bring innovative and collaborative approaches to their work
- Are versatile in teaching students at different proficiency levels
- Have teaching experience outside the U.S. and personal experience learning a foreign language as an adult
- Have experience working with Japanese language learners

Salary: Adjunct faculty are paid by the course/hour. The hourly rate is between 10,000 and 12,000 yen depending on individuals' background, experience, and areas of expertise.

Approximate start date: October 1, 2013. Also seeking part time instructors for April 2014.

To Apply, submit the following documents and information to Dr. Peter McCagg in a single email attachment. The address is pbm5@nyu.edu.

- A cover letter summarizing your qualifications and interest in the position¹
- A résumé
- Names and contact information for three (3) references from individuals who are well acquainted with your work as a professional EFL/ESL instructor.

Note: The NYU-ALI Tokyo Center is also seeking to fill a small number of full-time faculty positions. Qualified candidates who are available for full-time employment from October 1, 2013 are encouraged to apply. Please indicate in your cover letter whether you are applying for a full- or part-time position, or both.