A Limited-Contract Teaching Position, Beginning April 2015
Department of International Studies, Faculty of Liberal Arts,
Doshisha Women's College of Liberal Arts

January 15, 2015

The Department of International Studies, Faculty of Liberal Arts, of Doshisha Women's College of Liberal Arts, located on the Kyotanabe Campus in southern Kyoto Prefecture, will have an opening for a three-year limited contract position, beginning in April, 2015.

1. Field of specialty English
2. Position available Contract Teacher (One)
3. Official title Professor, Associate Professor or Assistant Professor
5. Affiliation Department of International Studies, Faculty of Liberal Arts
6. Duties and the courses Teaching a minimum of eight 90 minute classes per week. to be taught Academic Writing, Public Speaking, Integrative Speaking, Integrative Writing
7. Qualifications
   • Sympathetic understanding of Christianity and the founding principles of Doshisha Women's College of Liberal Arts.
   • Native English ability. Sufficient Japanese for general communication.
   • MA or above in the field of English language education, or the equivalent.
   • Teaching experience in ESL or EAP.
   • Teaching experience in TOEFL (especially TOEFL iBT) or IELTS, preferably including intensive courses.
8. Salary and benefits
   (1) Basic pay: To be calculated according to the candidate's age as of April 1, 2015, in accordance with the Doshisha salary scale. (There is no bonus or retirement pay.)
   Other: Special allowances will be paid for commuting expenses and extra classes.
   (2) Health Insurance. (Shigaku-Kyosai.)
   (3) Initial travel expenses to the college will be paid only for travel within Japan. (There is no allowance for travel expenses at the end of the contract.)
9. Required documents
   (1) One (1) resume (*Use the official form: a word processor version is acceptable, but the applicant's name must be handwritten)
   (2) List of publications and presentations (*Use the official form: a word processor version is acceptable)
(3) Photograph (*5cm × 4cm, attached to the official form)
(4) Three (3) off-prints/copies of academic publications or dissertation
(5) An essay on present research interest and the contribution you could make to the department’s skills courses
(A4 size, 500~750 words)
(6) One (1) copy of highest degree certificate
* forms in Japanese for (1)~(3) can be downloaded from http://www.dwc.doshisha.ac.jp/
N.B. For (1) and (2), also submit data files (memory stick or CD-R).
Also, see the attached further explanations.

10. Deadline
Application materials must reach us no later than Friday, January 30, 2015.
※Application materials will not be returned, as a general. If you would like your publications or dissertation be returned, please let us know when you apply and enclose an envelope with your address and a proper stamp.

11. Interview date
Saturday, February 7, 2015 10:00 A.M.
※Applicants to be interviewed will be notified on February 3 after 3 P.M.
※Applicants who pass the initial screening will be interviewed and asked to give a 10 minute demonstration of classroom techniques. (The topic will be announced that day.)

12. Send applications to
Department of International Studies
Doshisha Women’s College of Liberal Arts
Kodo, Kyotanabe
Kyoto 610-0395
Japan
※Send application materials via registered mail (kakitome) or simplified registered mail (kan'ri-kakitome) clearly marked “Application Documents (Three-year limited contract)” in red

For additional information:  Tel 0774-65-8602   Fax 0774-65-8446
E-mail: dis-t@dwc.doshisha.ac.jp

※Application materials will be handled carefully, with full discretion, and will disposed of after the selection process has been completed. Personal information will not be used for purposes other than the selection, in accordance with the Protection of Personal Information Law of Japan.