

Employment Announcement for “Global Studies in English” Teachers

- Positions available: Two posts for fulltime lecturers (Non-tenured)
One year contract. Renewable up to five years.
- Areas of specialization: (1) Japan in global society
(2) Business in global society
- Qualifications and experience: The Faculty of International Studies seeks candidates with the following attributes.
- Experience and achievement in the appropriate field of study (an M.A./M.B.A or higher qualification is preferable.)
- Native speaker of English (English teaching or research experience at a university or other tertiary educational institution is preferable.)
- An understanding of the educational aims of the Faculty of International Studies and a willingness to participate actively in events, administrative duties, committee work etc.
- Willingness to plan and participate in departmental study abroad programmes for students.
- Sufficient Japanese language ability for communication on a daily basis with administrative staff, students and other teachers. Japanese reading and writing ability is also preferable.
- Willingness to reside in the Tokyo area during the period of employment.
- Application documents: Resume /curriculum vitae with photo and contact details on the official Kyoritsu Women’s University form. Download the form from this link: http://www.kyoritsu-wu.ac.jp/recruit/kokusai_1504.html
Please increase the size of each section as necessary. If you are making the application from outside Japan, please ignore the sections on the first page related to immigration status etc.
Indicate whether each publication has been refereed or not.
Include a list of classes that you have been responsible for teaching.
- Detailed descriptions of up to three educational, research or professional achievements/experiences (up to 500 words each.) Please include copies of any relevant publications, documents or other materials.
- Syllabus for a one-semester course (15 class sessions) on one of the following topics:
- Presenting Japanese society in English
 - Introduction to business studies in English for first-year students

- a) Proof of most recent academic qualification (e.g. degree certificate.)
 - b) Japanese language proficiency certification (if available.)
- Photocopies of certificates are acceptable.

Name and contact details of one referee. (Name, position, surface mail address, telephone number, e-mail address etc.)

(For those with teaching experience only.)

- a) Syllabi of recent major classes
- b) If the results of teaching assessments (student questionnaires, formal class observations etc.) are available, please submit these along with your application.

Documents may be submitted in either Japanese or English.

Address:

Please send all application materials by registered mail to:

Dean's Office Faculty of International Studies, Kyoritsu Women's University
2-1-1 Hitotsubashi, Chiyoda-ku, Tokyo 101-8437

Mark the envelope clearly in red with the expression 'ENGLISH SEARCH.'

Treatment:

Salary and benefits will be according to Kyoritsu Women's University regulations.

Application period:

Deadline for receipt 2015/06/19

Contact:

E-mail: kokusaigakubu@kyoritsu-wu.ac.jp
Please send any enquiries by e-mail.

Selection procedure :

Examination of application documents, interview, demonstration lesson. (Interview and demonstration lesson are only required for final candidate(s).)

Candidates will be informed of results in writing after selection is complete.

Travel and accommodation expenses will not be paid for interview candidates.

Other:

Please note that submitted application materials cannot be returned. Personal information will be treated with confidentiality.

Application guidelines will be made available in both Japanese and English.

If there is any doubt regarding meaning, the Japanese version will take precedence.