

Open Position: Full-time Faculty of English

The Department of English, Faculty of Arts and Sciences, Komazawa University invites applications for the following positions.

1. Full-time Assistant Professor (Jokyo), Lecturer (Koshi), Associate Professor or Professor, depending on qualifications and experience.
2. Number of positions: 2
3. Starting date: 1 April 2016
4. Duties and tasks:
 - (i) Teaching English as a Foreign Language at the Komazawa Campus and the Tamagawa Campus.
 - (ii) Attending meetings, participating in extra-curricular activities and performing administrative and examination-related tasks undertaken by faculty members.
 - (iii) Translating, proofreading and editing in-house documents.
 - (iv) Designing, developing and managing the Department's curriculum.
5. Salary and benefits:
 - (i) Salary in accordance with the Komazawa University regulations.
 - (ii) Pension and health insurance (The Promotion and Mutual Aid Corporation for Private Schools of Japan).
 - (iii) Employment insurance.
6. Qualifications (as of 1 April 2016, all of the following must be satisfied):
 - (i) PhD or MA/MSc/MPhil with equivalent academic achievements.
 - (ii) Minimum one year experience in teaching English to English learners at university or high school level.
 - (iii) Sufficient English proficiency to conduct classes in English.
 - (iv) Sufficient Japanese proficiency to participate in a variety of departmental activities (Level N2 or above of the Japanese Language Proficiency Test (JLPT) is desirable).
7. Application documents:
 - (i) A recent curriculum vitae in Japanese listing academic career, teaching experience, overseas study experience and academic achievements, along with date of birth, contact details (e-mail, post address and telephone number) and an ID photograph (1 copy within two pages of A4-sized paper, single-sided print, free format).
Note: Please provide results of language proficiency tests, if applicable. Scores obtained more than two years ago are acceptable.

- (ii) An essay on the applicant's research experience, interests and plans for future research (1 copy within one page of A4-sized paper, single-sided print, free format).

Note: Non-native speakers of Japanese must write this essay in Japanese, while native-speakers of Japanese must write it in English.

- (iii) An essay on the applicant's perspective on teaching English and their practical experience of teaching English, such as class activities, teaching methods and academic assessment (1 copy within one page of A4-sized paper, single-sided print, free format).

Note: Non-native speakers of Japanese must write this essay in English, while native-speakers of Japanese must write it in Japanese.

- (iv) The names of two references with their respective affiliations and contact details, including e-mail or telephone number (free format).

Note: University graduate students must include at least one supervisor among the references. We may request letters of recommendation from the referees.

Interested applicants are requested to send their application materials via post to:

Department of Languages Office, Research Building No. 1, Komazawa University
1-23-1 Komazawa
Setagaya-ku, Tokyo
154-8525 JAPAN

Please ensure to send your application by registered mail (kakitome yubin or kan-i kakitome yubin) and mark it "Application Materials Enclosed (Sogo Kyoiku Kenkyu-bu, English)" in red on the front of the envelope.

Application deadline: All applications must be received by 1 July 2015.

8. Selection process and notification of result:

After screening of the applications, short-listed candidates will be informed of the results by the beginning of October. Short-listed candidates will then be asked to present a demonstration lesson and will be interviewed in both Japanese and English at a later date in October 2015.

Note: After receipt of initial application materials, requests may follow for additional items.

9. Contact details:

For any queries regarding this recruitment, please e-mail:

eigo_jinji@komazawa-u.ac.jp

Note: Any query regarding the selection process will not be entertained.

10. Additional information:

- (i) Incomplete applications will not be processed.
(ii) Submitted documents will not be returned.
(iii) Application documents and personal information provided will only be used for the purpose of this recruitment.