

Application Information for Full Time Native Speaker Lecturer Position
at Chiba University Center for Language Education

1. Outline: Center for Language Education at Chiba University, Chiba, is seeking a native speaker of English who meets the requirements below, for a full-time teaching position.
2. Contract period: Three years beginning October 1, 2015
(renewable once for two years upon mutual agreement)
3. Affiliation: Center for Language Education at Chiba University, Chiba
4. Responsibilities: (1) Working for seven hours 45 minutes per day (38 hours 45 minutes per week) as a full-time teacher
(2) Teaching ten 90-minute classes per week (elementary to advanced levels) to students from all departments
(3) Participating in entrance examination-related work, educational activities outside of the classroom, materials development, accompaniment of students on study abroad programs, and other international activities. There are no other administrative duties such as attendance at faculty meetings.
5. Qualifications: (1) Native speaker of English
(2) Minimum of a master's degree or equivalent
(3) Extensive experience in teaching English as a foreign or second language at university level
(4) some ability of the Japanese language
6. Salary and benefits: (1) Basic salary: approximately five million yen a year. To be calculated in accordance with the Chiba University salary scale.
Others: Allowances for commuting in accordance with the Chiba University scale
(2) Health Insurance: University will pay the employer's share.
7. Required documents: The documents can be completed in English or Japanese.
(1) Resume including DOB, academic history, employment history, teaching history, qualifications, contact details, etc. with photograph
(2) Teaching history (classes taught, methodology employed (examples), textbooks authored, evaluations received)
(3) Complete list of publications and presentations (Please write in order of publication date)
(4) Copies of no more than three major publications (one PHOTOCOPY for each)
(5) Short essay on your aims and objectives regarding English education should you be accepted for the lecturer's position, with reference to your past experience. (Length 2 A4 pages)
8. Deadline: To arrive on or before Monday, June 15, 2015
9. Application address: Center for Language Education
Chiba University
1-33 Yayoi-cho, Inage-ku
Chiba-shi, 263-8522

Please submit applications by registered mail (e-mail submissions will not be accepted), with the words “LECTURER APPLICATION” marked in red on the envelope. Applications materials will not be returned.

10. Selection process
 1. Document screening
 2. Interview (includes short presentation). Transportation fees will not be refunded. The interview is scheduled for someday in June, 2015. Applicants not available for a personal interview will not be considered.
11. For more information, contact Mitsuru DOI at mdoi@faculty.chiba-u.jp
Please use the following e-mail title: “Chiba FT Job application”.

Appendix Class Schedule 2015 Second Semester (October to February)

Monday 1st Period (8:50-10:20)	English I Reading
Tuesday 2nd Period (10:30-12:00)	English I Listening & Speaking
Wednesday 2nd Period (10:30-12:00)	Intermediate English II (Oral)
Wednesday 4th Period (14:30-16:00)	English I Reading
Wednesday 5th Period (16:10-17:40)	Intermediate English II (General)
Friday 2nd Period (10:30-12:00)	English I Listening & Speaking
Friday 3rd Period (12:50-14:20)	Intermediate English I (General)
Friday 4th Period (14:30-16:00)	English I Reading
Day and time to be determined	English House (content TBD)
Day and time to be determined	English House (content TBD)