

Kwansei Gakuin University, Kobe-Sanda Campus: SPS-ELP Part-time Instructor Openings

The School of Policy Studies English Language Program (SPS-ELP) at Kwansei Gakuin University, Kobe-Sanda Campus is currently hiring for part-time teaching positions starting in the Fall 2015 semester, contract beginning September 20th, 2015. Each position involves teaching three 90-minute classes, including one academic writing course, one day per week (Tuesday – Friday, 9:00am – 3:00pm). Some applicants may also be offered a second teaching day. At this time, there is a preference for Friday availability.

If you would like to apply, by Monday, July 20th please (1) submit your CV in the required format as an attachment in Word or PDF to KGUPartTimePositions@gmail.com and (2) indicate your teaching availability (Tuesday – Friday) within the body of the email.

After the CVs are reviewed, suitable candidates will be contacted to arrange an interview. Early submissions are encouraged.

CVs should include in the following order:

Contact and biographical information

Name (Roman letters and Japanese katakana)
Address
Telephone
E-mail
Date of birth
Nationality

Education

Undergraduate degrees
Postgraduate degrees
EFL/ESL related qualifications

Employment (In reverse chronological order; indicate full- or part-time)

EFL/ESL positions at universities / colleges / equivalent institutions
(starting month/year – ending month/year, teaching hours per week, types of courses taught)
Other experiences teaching English
(starting month/year – ending month/year, teaching hours per week, types of courses taught)

Professional Development

Relevant publications, presentations, and workshops
Relevant postgraduate dissertation, thesis, and coursework term papers
Participation in professional associations

Referees

Names and contact information (phone number, email address, and mailing address) for three referees

The ELP is a two-year (4-semester), English for Academic Purposes (EAP) program. All courses are developed in-house and are closely coordinated, which means that materials, lesson plans, and assessment tools are the same for all teachers and students. The ideal part-time instructor candidate would have:

- experience and interest in teaching academic English, especially academic writing
- interest in teaching within a highly coordinated program
- university-level English language teaching experience
- an MA degree, preferably in a related field (e.g. TESOL, Applied Linguistics)