

Soka University, World Language Center (Hachioji, Tokyo)

Full-time and Part-time Faculty Position(s)

Begin date: April, 2016

INTERVIEWS TO BE HELD ON SATURDAY, SEPTEMBER 26, 2015

Announcement:

Announcement of the availability of two full-time positions (non-tenure track, three-year contracted, with a possibility of two one year extensions for a total of five years dependent on recommendations by WLC Contract Renewal Committee) and one special full-time position (three days a week) within the World Language Center (WLC) at Soka University (Hachioji, Tokyo) next academic year (beginning April 2016).

Background:

The World Language Center (WLC) is the communicative English course provider for the university, including courses in general English communication, Business English, EAP, ESP, and test preparation courses, for lower to advanced levels. Many of our courses are developed in collaboration with content faculty members, and are designed to meet the specific needs of students in different fields.

Requirements

All applicants should have a minimum of a Master's degree, three years of university teaching experience, and three publications (preferred). Interested applicants need to provide:

- Up-to-date resume and a cover letter
- Two letters of recommendation
- Samples of publications (preferred)

Applicants will be judged on teaching experience, professional activities, and administrative accomplishments.

Instructors who have experience teaching advanced level EAP/ESP English-only courses, lower level General Communication courses, TOEFL/TOEIC test preparation courses, or ESP courses in the fields of Engineering / Science, Economics, Law, or Business Communication are encouraged to apply. In addition, applicants with demonstrated administrative skills are encouraged to apply.

Selection Process

These materials can be submitted either by email (PREFERABLE) as attachments (hozaki@soka.ac.jp) or by regular mail (see the address below).

Scheduled Dates

- Application materials to be received by August 31, 2015.
- Short-listed candidates will be informed between September 14-18, 2015.
- Interviews will be held on September 26 on the campus of Soka University, Hachioji, Tokyo.
- Interviews will be scheduled between 9:00-12:00 in the morning, and between 1:00 and 3:00 in the afternoon. Interviews will be approximately 45 minutes. All or part of transportation fees will be paid by Soka University based on university regulations.
- Short-listed candidates will be informed of their specific interview time and location on or before September 19, 2015.
- Successful candidates will be informed by late October / early November, 2014. There will be a further interview by President and Chairman of Board of Trustees.

If you have any questions about the position or the selection / interviewing process, please do not hesitate to contact:

Hideo Ozaki
Assistant Director
World Language Center
Soka University
1-236 Tangi-cho, Hachioji-shi
Tokyo 192-8577 Japan
hozaki@soka.ac.jp