

August 6, 2015

**Part-time English teaching positions available at
The University of Electro-Communications**

Job Description: The English department of the University of Electro-Communications, a national science university in Chofu, Tokyo, is seeking candidates for part-time teaching positions from April 1, 2016. The positions are renewable on a yearly basis upon mutual agreement.

Job Details: Teach one or multiple courses from the following; 1st year undergraduate English courses in Academic Spoken English or Academic Written English (on Tuesday and/or Friday mornings), Academic Presentation/Writing in English for the 3rd year (Friday evenings), in the Spring (starting in April) and Fall (starting in October) semesters. In addition, part-time teachers are expected to work cooperatively in a coordinated English program and participate in faculty development activities of the English department.

QUALIFICATIONS:

- (1) Completion of a Master's degree in TESOL (preferred), or other relevant areas
- (2) Teaching experience at university or college
- (3) Publication of at least two academic papers (indicate whether they are refereed or not)
- (4) Advanced proficiency in English and ability to teach through English
- (5) Working proficiency in Japanese required to deal with the administrative requirements of the university

SALARY AND BENEFITS:

In accordance with the part-time teaching rate of the university.

APPLICATION MATERIALS:

- (1) Statement of teaching philosophy within 1,000 words in English
- (2) Resume in English, detailing: Personal background information, qualifications, relevant work experience, presentations, publications or other academic research activities
- (3) Electronic copies of two refereed publications
- (4) Names and contact details of three referees

SELECTION PROCESS:

Short-listed candidates only will be contacted for an interview in October 2015.

CONTACT:

Send application materials by email to Suwako Uehara at englishpersonnel@bunka.uec.ac.jp. In the subject heading, please type "Application" followed by the applicant's name.

Deadline: Monday, September 14, 2015