

Showa Women's University: the Department of English Language and Communication

1. Institution Showa Women's University
2. Department Department of English Language and Communication
3. Department URL <http://www.swu.ac.jp/university/org/eng-com/index.html>
4. Research Field Humanities TESOL, TEFL, and/or Linguistics
5. Content of work English skill classes
6. Rank Part-time lecturer, one year, renewable.
7. Address 1-7-57, Taishido, Setagaya-ku, Tokyo 154-8533
- 4 part-time lecturers
- A and B: Spring Semester 3 classes (one class: 90 minutes), Fall Semester 2 classes
- On Thursdays
8. Number of positions C: Spring Semester 5 classes, Fall Semester 2 classes
- On Mondays and Thursdays
- D: Spring Semester 2 classes, Fall Semester 2 classes
- On Fridays
- All the following qualifications and conditions must be satisfied.
- (1) Native speaker or native-level English required.
- (2) Required: Master's Degree or above in TESOL, TEFL and/or Linguistics
9. Qualifications (3) Experience teaching EFL/ESL classes at the university level.
- (4) The candidate must understand the rationale behind the foundation of Showa Women's University and be ready to carry out education in accord with the school's educational principles.
10. Payment According to our university scale.
11. Deadline for applications All documents for application must be sent by registered mail with "Application for Part-Time Position" written in red on the envelope.
- Deadline (for receiving application): September 15, 2015 (Tuesday)
12. Starting date April 1, 2016
13. Documents required (1) Curriculum Vitae with a recent photo.
- (2) List of publications.
- Notes: The applicants are advised to download the prescribed CV and list-of-publications forms (i.e., (1) and (2) above) from Showa Women's University's web site and follow those formats. Be sure to download the documents labeled as below.

履歴・業績記入要領.doc

履歴・業績フォーム(写真貼付欄付).doc

14. Submit Applications to The Department of English Language and Communication
Showa Women's University, 1-7-57, Taishido, Setagaya-ku, Tokyo 154-8533
Notes: Please write "Application for Part-Time Position" in red on the front side of the envelope, and send it by registered mail. (Not by email)
15. Selection process (1) Selection based on review of application forms
(2) Interviews with those who have passed the first stage will be held at Showa Women's University Tokyo campus. As part of the interview, the candidate will be asked to perform a demonstration lesson. Travel expenses will not be reimbursed.
(3) None of the documents submitted with your application will be returned.
* The result will be emailed to applicants.
16. Where to make contact The Department of English Language and Communication, Showa Women's University.
FAX 03-3411-5403 (We will not reply to telephone inquiries.)
E-mail: showaELC@swu.ac.jp (The title of the message should read: "Application for Part-Time Position.")