

Tokyo International University  
Global Teaching Institute  
RE: Global Teaching Fellow

Tokyo International University (TIU), located in the greater Tokyo area is seeking qualified applicants to teach in the Global Teaching Institute (GTI). The purpose of GTI is to bring undergraduate students in contact with a diverse English-speaking faculty that will engage them in practical English communication skills through a variety of language learning and culture-related topics. Fellows teach a variety of courses including: 1st and 2nd year required skill-based classes, English for academic-purposes (EAP) and English for specific purposes (ESP).

Job responsibilities include teaching 15 hours per week per semester spread across 5 days (9:00am to 5:50pm). Courses are assigned a standardized curriculum with required textbooks. Fellows are also expected to hold three 90-minute advising sessions per week in the English Plaza, develop curricula and materials, and attend departmental and coordinator meetings. Fellows also assist with recruitment including TIU Open Campus sessions and high school visits throughout the year.

All appointments will be made for an initial two-years and half contract, and another two-year contract may be offered one time upon mutual agreement. The remuneration package includes salary of 5,000,000 yen per year, health insurance, pension, commuting allowance, relocation stipend and housing support for international transfer and research fund allowance.

TIU welcomes passionate applicants who meet the following requisites: experience teaching in EFL or ESL programs, collaborating in a collegiate environment on education materials and on-going curriculum development at the university level, excellent communication skills and hold a master's degree in a relevant field, e.g., SLA, SLT, TESOL or Applied Linguistics with clear evidence of coursework and relevant capstone, thesis or dissertation.

The application deadline will be **October 20<sup>th</sup>** for April 1, 2016 start.

Qualified applicants should submit the following documents:

1. Letter of application
2. Curriculum Vitae (CV)
3. Statement of teaching philosophy
4. List of courses previously taught
5. Contact information for two current references
6. Scanned or photocopies of all certificates and diplomas at the undergraduate and graduate-level received

Mail or email (preferred) all materials to the address listed below.

Global Teaching Institute  
c/o Human Resources  
Tokyo International University  
4-23-23 Takadanobaba, Shinjuku, Tokyo 169-0075 JAPAN  
TEL: +81 03-3362-9641  
FAX: +81 03-3362-9643  
Email: [gtf-recruit@tiu.ac.jp](mailto:gtf-recruit@tiu.ac.jp)  
Web: <http://tiu.ac.jp>

\*Those using these e-mail accounts (@hotmail, @msn, @live, @outlook) may experience difficulty receiving e-mails from the university, so please kindly provide other ones if possible.

Please be advised that we will not return your application documents and those documents will be used only for selecting a qualified candidate. Only candidates accepted for interviews will be notified.