

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

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| 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 | Skill classes and other classes, and other duties as described below. |
| 6. Rank | Full-time associate professor or lecturer on a three-year contract with a possibility of two one year extensions for a total of five years. |
| 7. Address | 1-7-57, Taishido, Setagaya-ku, Tokyo 154-8533 |
| 8. Number of positions | One (1) Associate Professor or Lecturer |
| 9. Qualifications | <p>All the following qualifications and conditions must be satisfied.</p> <ul style="list-style-type: none">(1) Native speaker or native-level English ability required(2) Required: Master's Degree or above in TESOL, TEFL and/or Linguistics(3) Experience teaching EFL/ESL classes at the university level(4) Must be able to deal with various duties and committee work and participate in meetings in Japanese. Native fluency in Japanese is not required.(5) 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.(6) The candidate is expected to perform duties related to the administration of academic and student-life activities for students of the department. He/she must be ready to supervise students at retreat facilities in Japan and to serve as class advisors providing advice to students on their course work and student life. |
| 10. Payment | According to our university scale. |
| 11. Deadline for applications | <p>All documents for application must be sent by registered mail with "Application for Full-Time Position" written in red on the envelope.</p> <p>Deadline (for receiving application): September 25, 2015 (Friday)</p> |
| 12. Starting date | April 1, 2016 |
| 13. Documents required | <ul style="list-style-type: none">(1) Curriculum Vitae with a recent photo.(2) List of publications. |

(3) Original copies of three major academic publications with a summary of each (300 words). Photocopies of your publications also acceptable.

(4) Photocopy of your diplomas for all university degrees.

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 website 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

Applications with deficiency will not be examined.

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 Full-Time position" in red on the front side of the envelope, and send it by registered mail.

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 a Full-time Teaching Position.")