

Yokohama National University, Position Opening for One Limited-term Contract Teaching Position, Beginning April 2016 (This English version is not official. Please refer to the Japanese version accessible through our homepage.)

Institution: Yokohama National University, International Strategy Organization, English Education Division

1. Position: Associate Professor or Full-time instructor, depending on qualifications

2. Starting Date: April 1, 2016

3. Contract: 3 years (until March 31st of 2019), non-renewable (Reapplication is possible.)

4. Salary: the annual-salary system

5. Responsibilities:

1) Teaching load: A minimum of eight 90-minute classes per week, spread over four or five days

2) Administrative responsibilities: Involvement in the English language curriculum design and planning; development of language teaching methods and materials; development of language test;

language counseling; registration, invigilation and entrance examination duties; other duties required concerned with International Strategy Organization.

6. Qualifications and Application conditions (All of the following must be satisfied):

1) At least three years' English teaching experience, preferably

2) Master's degree or above in the area of English language education (TESOL, TEFL, TESL), or equivalent research achievement or above

3) At least three years' English teaching experience, preferably at the university level

4) Sufficient Japanese proficiency for general administrative tasks if the first language is not Japanese

7. Application materials

1) Curriculum Vitae (rirekisho) with your portrait photo taken within the last three months (1 set)

Write your overseas experience if you have any; write your English proficiency test score such as TOEFL in detail and attach a copy of any document that proves your score (if available).

2) A list of academic publications (gyosekisho) (1 set)

For 1) and 2), the necessary forms must be downloaded from the homepage of the university: General URL: <http://www.ynu.ac.jp/>
Division/Department URL:

<http://www.kokusai-senryaku.ynu.ac.jp/center/index.html>

3) One offprint/copy of each of three academic publications

4) Record a speech in English (about 3 minutes) on your teaching experiences and research achievements. (1 set on CD, etc.)

5) Copy of either Master's degree certificate or Doctorate certificate (TESOL, TEFL, TESL)

6) Copy of document(s) certifying the English language proficiency (TOEFL, TOEIC, etc.), if available

7) A double sided copy of certificate of eligibility if you are not Japanese.

Please note:

Upon completion of initial screening procedures, final candidates will be interviewed in

both English and Japanese, and will be asked to bring a document that certifies your degree certificate/ diplomas.

Application materials will be retained by International Strategy Organization and will be

safely disposed of after the selection. Personal information will not be used for purposes

other than the selection, according to the protection of Personal Information

Law of Japan

8. Deadline for application: Application materials must arrive by Thursday, October 8, 2015, via registered delivery (kan-ikakitome) .

Send applications to: Kyomuka Daigaku-kyoiku-kakari
Office of Educational and International Affairs
Yokohama National University

Address: Tokiwadai 79-1, Hodogaya-ku, Yokohama 240-8501

TEL 045-339-3107

E-mail kyomu.kyoiku@ynu.ac.jp

N.B.

-Print in red “Application Documents (Contract)” on the face of the envelope and send it via registered delivery (kan-ikakitome). Otherwise, your application will not be accepted.

-Application materials may not be returned. If you intend to request for its return, include a self-addressed envelope with a proper amount of stamp on it or a Takuhaibin delivery payment invoice with your address filled in

YNU welcomes female applicants and also applicants with overseas experiences of teaching and/ or research.