Kyoto University of Foreign Studies

Job Announcement for an EFL Instructor

The Department of British & American Studies at Kyoto University of Foreign Studies would like to invite applications for one full-time, limited-term contract position as Instructor of English as a Foreign Language, beginning in April of 2016.

| Position | Full-time EFL Instructor  
Two-year contract, renewable once |
|----------|--------------------------------------------------|
| Responsibilities | 1. Prepare and teach compulsory courses (10 koma) to 1st-year students in both English Workshop (oral communication) and Academic Writing  
2. Advise students in our Self Access Learning Center  
3. Work cooperatively to develop learning materials  
4. Attend weekly development meetings  
5. Carry out occasional extra duties required by the university, such as special events, classes, etc. (for extra pay)  
Note: Successful completion of the above duties will require teachers to be on campus 4.5 days per week. |
| Number of Positions | 1 position, beginning April 1st, 2016 |
| Required Minimum Qualifications | Native speaker competence in English  
MA or MEd in TESOL, Applied Linguistics, or related field  
3 years minimum teaching experience in Japan  
2 recent academic publications and/or teaching portfolio |
| Preferred Qualifications | Japanese language proficiency  
Experience advising students in a Self Access Learning Center  
Experience teaching academic writing |
| Remuneration | 5 million yen annual salary  
Health insurance, pension, and transportation allowance  
Payment for extra jobs required by the university |
| Application Materials | 1. Curriculum Vitae: including date of birth, personal photo, telephone number, email address, education history, employment history, list of publications and presentations, list of courses taught, and list of memberships in academic or social organizations  
2. Two letters of recommendation (one in Japanese preferred)  
3. Single copies of no more than 3 publications and/or teaching portfolio  
4. A copy of the applicant’s degree or certificates  
5. A typed essay (single-spaced, 12 pt, Times New Roman font) of no longer than 1,000 words, arguing why the applicant would be the best fit for the position offered  
6. One stamped, self-addressed return envelope |
Notes:

- We respect the privacy of all applicants. Therefore, submitted materials will not be used for other purposes.
- Application materials will not be returned.
- Email submissions will not be accepted.
- Application documents must be sent by registered mail *(kan 'i kakitome)* with ‘Application for EFL Contract Teacher’ written in red letters on the front of the envelope.

All applications should be addressed and sent to:

The Division of Educational Affairs  
Kyoto University of Foreign Studies  
6 Kasame-cho, Saiin, Ukyo-ku, Kyoto, 615-8558

<table>
<thead>
<tr>
<th>Application Deadline</th>
<th>All applications must be received by <strong>October 26, 2015</strong>.</th>
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<tbody>
<tr>
<td>Interviews</td>
<td>Short-listed candidates will be notified in early November. On-campus interviews will take place on <strong>Sunday, November 15, 2015</strong>.</td>
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<tr>
<td>Enquiries</td>
<td><a href="mailto:efl_info@kufs.ac.jp">efl_info@kufs.ac.jp</a></td>
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