

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	<ol style="list-style-type: none"> 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) <p>Note: Successful completion of the above duties will require teachers to be on campus 4.5 days per week.</p>
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	<ol style="list-style-type: none"> 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, 12pt, 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

	<p>Notes:</p> <ul style="list-style-type: none"> • 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 (<i>kan 'i kakitome</i>) with 'Application for EFL Contract Teacher' written in red letters on the front of the envelope. <p>All applications should be addressed and sent to:</p> <p>The Division of Educational Affairs Kyoto University of Foreign Studies 6 Kasame-cho, Saiin, Ukyo-ku, Kyoto, 615-8558</p>
Application Deadline	All applications must be received by October 26, 2015 .
Interviews	Short-listed candidates will be notified in early November. On-campus interviews will take place on Sunday, November 15, 2015 .
Enquiries	efl_info@kufs.ac.jp