

## **Job Opening for Part-time English Instructor**

We are looking for a native speaker of English who is interested in teaching university-level English classes on part-time basis offered by the English Education Development Center at Toyo Gakuen University.

**Institution:** Toyo Gakuen University, English Education Development Center (EEDC)

**Type of Institution:** Private university

**District:** Bunkyo-ku, Tokyo, Kanto/ Nagareyama, Chiba Prefecture, Kanto

**Job title :** Part-time teacher

**Position and rank:** Part-time (non-tenured), one year contract-based (renewable)

**Number of positions:** a few

### **Qualifications:**

- A native speaker of English.
- Master's degree in TEFL/TESOL, English Literature, English Linguistics, Applied Linguistics (English), or other related academic areas.
- Experience in teaching in Japan, particularly at university level is preferable.
- Valid visa required.

### **Content of work:**

- Working at either campus: Tokyo and Chiba.
- Teaching load of two to three 90-minute classes (mainly 1st year “Freshman English” classes, 2nd year compulsory and elective classes.)

**Treatment:** Salary and other benefits are in accordance with the university's regulations.

**Place of work:** Toyo Gakuen University  
Hongo Campus: 1-26-3 Hongo, Bunkyo-ku, Tokyo 113-0033  
or  
Nagareyama Campus: 1660 Hiregasaki, Nagareyama-shi,  
Chiba 270-0161.

**Starting date:** April 1, 2016

**Deadline for applications:** October 30, 2015

**Application materials:**

1. Cover letter
2. Curriculum vitae with a photograph
3. A list of publications indicating which are major works, and an offprint/photocopies of major work

\*Please indicate "Part-time Instructor Application" on the envelope and send by registered mail.

\*Application documents will not be returned. If you would like them to be returned, please enclose a return envelope or cash-on-delivery label.

**Selection process:** Short-listed candidates will be contacted for on-campus interviews by mid-November.

**Where to make contact:** The Personnel Department, Toyo Gakuen University, 1-26-3 Hongo, Bunkyo-ku, Tokyo 113-0033  
Email: [saiyo@of.tyg.jp](mailto:saiyo@of.tyg.jp) (No phone inquiry accepted)

**University URL:** <http://www.tyg.jp/e/>