

2015.10.13  
Toyo Gakuen University

## Job Opening for English Instructor

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

- Prefecture and City: Bunkyo-ku, Tokyo, Kanto/ Nagareyama-shi, Chiba Prefecture, Kanto
- Name of Institution: Toyo Gakuen University, English Education Development Center (EEDC)
- Job title : Tokubetsu Koshi (Special Lecturer)
- Rank:  
Non-tenured full-time instructor. One year contract-based, renewable for up to three years. Possible to renew for additional one year up to two times subject to successful evaluation; total of five years is maximum.  
Teach minimum 4 days a week.
- Number of positions: 1
- Starting date: April 1, 2016
- 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.

- Research field: TESOL/TEFL, English Literature, English Linguistics, Applied Linguistics (English)
- Content of work:
  - Working at both campuses: Tokyo and Chiba.
  - Teaching load of nine 90-minute classes (mainly 1st year oral, 2nd year compulsory and elective classes, and extra-curricular sessions.)
  - Facilitating the free conversation time in the "English Lounge"
  - Participating in English Lounge events.
  - Supporting research and development regarding English course content and teaching methodology
  - Participating in the university's public relations events and admission events.
  - Carrying out other duties temporarily assigned by the university and / or English Education Development Center.
- Conditions:
 

Salary and other benefits are in accordance with the college regulations. Annual salary range is 4,700,000 to 5,600,000 yen. Deductions will be made for Japanese health insurance and pension. Transport allowance (up to 50,000 yen / month) and a shared office with partitions will be provided.
- Deadline for applications    November 13<sup>th</sup>, 2015
- Application materials:
 

Cover letter, curriculum vitae with a photograph, a list of publications indicating which are major works, and an offprint / photocopies of major work. Applications must be sent by regular post. (The applications must arrive no later than November 13<sup>th</sup>, 2015.) Please label the envelope as "Tokubetsu Koshi Application". 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 system:
 

Short-listed candidates will be contacted for on-campus interviews

including teaching demonstration. The interviews will be held on Saturday, November 28<sup>th</sup>, 2015 at Hongo Campus, Tokyo.

- Contact address:

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)

- Additional Information:

We are interested in energetic teachers who enjoy interacting with students both in and outside of class and can cooperate well with colleagues.