Full-Time Assistant Lecturer for Academic English Program
Tama University – School of Global Studies
Fujisawa, Kanagawa-ken

Contract Period
Two years beginning April 1, 2016 until March 31, 2018. (Possibility of renewal)

Duties

• Teaching academic English (reading, writing and speaking) courses to university students.
• Basic teaching load: eight 90-minute courses per week, plus running an informal English conversation club for interested students.
• Teaching English and English conversation to various age groups as part of the Tama University’s Lifelong Learning program. Currently, these courses run eight weeks during the spring and fall semesters.
• Possibility of doing occasional model lessons at local high schools
• Office hours and active participation in planning curriculum and AEP activities.
• No committee work/no faculty meetings

Qualifications

• Fluent English ability
• A master’s degree in TESOL/TEFL/TESL/ESL from an accredited university

Preferred Qualifications

• Holders of graduate degrees in relevant fields and TESOL/TEFL/TESL/ESL certificates will be given preference.
• Candidates with some experience in teaching high school or university will be given preference.

Benefits

• Competitive salary
• Access to national health insurance and private school teachers’ pension plan.
• Ample paid vacation
• Research budget for academic conferences, books and/or research projects
• Paid transportation
• Opportunities for publishing articles

Required Documents
• Current curriculum vitae with recent photo
• Copies of degree(s) and certificate(s) or transcripts from graduate degrees held (only needed at the interview stage)
• Letter(s) of recommendation (if available)
• Recently published articles (if any)

**Due Date for Applications** (Priority Consideration) – No later than January 5, 2015. Applications will be accepted beyond this point; however, no guarantee of review or interview is made.

Please apply by email to the address below:
Brian J. English Ph.D.
Email: [english@tama.ac.jp](mailto:english@tama.ac.jp)