

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