

February 4, 2016

**Part-time English teaching positions available at  
The University of Electro-Communications**

**Job Description:** The English department of the University of Electro-Communications, a national science university in Chofu, Tokyo, is seeking candidates for part-time teaching positions from April 1, 2016. The positions are renewable on a yearly basis upon mutual agreement.

**Job Details:** Teach undergraduate English courses in “Academic English for the Second Year” on Tuesday’s 1<sup>st</sup> and 3<sup>rd</sup> period, in the Spring (starting in April) and Fall (starting in October) semesters. In addition, part-time teachers are expected to work cooperatively in a coordinated English program and participate in faculty development activities of the English department.

*QUALIFICATIONS:*

- (1) Completion of a Master’s degree in TESOL (preferred), or other relevant areas
- (2) Teaching experience at university or college
- (3) Publication of at least two academic papers (indicate whether they are refereed or not)
- (4) Advanced proficiency in English and ability to teach through English
- (5) Working proficiency in Japanese required to deal with administrative requirements of the university.

*SALARY AND BENEFITS:*

In accordance with the part-time teaching rate of the university.

*APPLICATION MATERIALS:*

- (1) Resume in English, detailing: Personal background information, qualifications, relevant work experience, presentations, publications or other academic research activities
- (2) Electronic copies of two publications
- (3) Names and contact details of three referees

*SELECTION PROCESS:*

Decisions will be made on a rolling basis, and only short-listed candidates will be contacted for an interview in February.

*CONTACT:*

Send application materials by email to Suwako Uehara at [englishpersonnel@bunka.uec.ac.jp](mailto:englishpersonnel@bunka.uec.ac.jp). In the subject heading, please type “Application” followed by the applicant’s name.

**Deadline:** Tuesday, February 16, 2016

**Website:** <http://www.uec.ac.jp>