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 1st and 3rd 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. In the subject heading, please type “Application” followed by the applicant’s name.

Deadline: Tuesday, February 16, 2016

Website: http://www.uec.ac.jp