

## **Announcement of Faculty Position:**

Full-time English Language Visiting Lecturer in ESL/EFL for Asia University's Center for English Language Education (CELE), Musashino-shi, Tokyo.

1-year appointment with the possibility of renewal for an additional 4 years (therefore, maximum term possible is 5 years), from approximately **April 1<sup>st</sup>, 2018**.

For more information about the CELE, please refer to: <http://www.asia-u.ac.jp/english/about/cele/>

## **Job details:**

**Duties include:** teaching up to 20 hours of EFL per week (one classroom hour equals 45 minutes of instruction); attending all regular and special CELE faculty meetings; serving on a CELE administrative committee; providing service as a substitute instructor when necessary; and completing an approved project.

**Minimum Qualification Requirements:** A Master's degree in TESL/TEFL or English Literature from an accredited university. A Master's degree in another field with a TESL/TEFL certificate may be considered. One year of teaching experience at the university level is also strictly required.

**Deadline for Applications:** June 5<sup>th</sup>, 2017.

## **Application Procedures:**

1. Asia University application form (do *not* send your standard resume/C.V.)  
download from:  
<http://www.asia-u.ac.jp/english/information/employment/>
2. Certified university transcript (not diploma) showing awarding of the highest academic degree earned
3. At least two letters of recommendation (e.g., from a current/recent employer and a program advisor)
4. Days, times, and telephone number/Skype address where you can be reached for an interview

**Application Submission:** Email *or* posted applications are accepted.

## **Postal address:**

Center for English Language Education (CELE)  
Asia University International Center  
5-24-10, Sakai  
Musashino-shi, Tokyo, 180-8629  
JAPAN

**E-mail:** [cele@asia-u.ac.jp](mailto:cele@asia-u.ac.jp)

\*Please note that application materials submitted by post cannot be returned.  
Personal information will be treated with confidentiality.

## **Telephone/ Fax:**

Tel. +81-422-36-4089  
Fax. +81-422-36-4869