

Full-Time, Fixed-Term Instructor of English as a Foreign Language application requirements

Item	Contents	
Subjects to be taught	Oral Communication and General English Courses	
Department	Faculty of International Communication, Department of International Communication	
Job Title	Full-Time, Fixed-Term Position (Assistant Professor)	
Employment status/Job type	Term of employment: full-time, fixed-term position for a one-year period commencing on April 1, 2020 with an extension possible up to four times.	
Number of openings	1 Position	
Scheduled starting date	April 1, 2020	
Application Period	Deadline for receipt of documents: Friday, December 20, 2019	
Conditions of Employment	<p>Prospective applicants should meet the following criteria:</p> <p>(1) All candidates should either be a native or near-native speaker of English.</p> <p>(2) All candidates should have a master's degree or higher in any of the following fields: TESOL, Applied Linguistics, English Studies, British Literature, or American Literature</p> <p>(3) All candidates should have sufficient Japanese language skills for daily work at the university such as meetings, committee work, and the management of English education programs at the university.</p> <p>(4) All candidates should have experience in teaching English as a foreign language.</p> <p>(5) All candidates should be willing and able to support programs and activities related to English education in the Faculty of International Communication at Hannan University.</p> <p>(6) Candidates who can live in or around Osaka Prefecture are preferred.</p>	
Job Description	<p>(1) Responsible for general English courses (up to six ninety-minute lessons per week) and research activities</p> <p>(2) Will be an observer at International Communication Faculty meetings when the Dean deems it necessary</p> <p>(3) Will do work related to Staff Development and Faculty Development, and provide educational guidance to students</p> <p>(4) Will have examination invigilation duties</p> <p>(5) Will keep office hours</p> <p>(6) Will perform duties related to Hannan University Open Campus events (Hannan University has at least five open campus events per year.)</p> <p>(7) Will perform other tasks requested by the Dean of International Communication (or other persons in charge of events organized by the Dean)</p>	
Compensation and benefits	Determined by the regulations of Hannan University	
Documents to be submitted	(1) Curriculum Vitae	Download and use the form provided by the university. Please attach a recent photograph.
	(2) Education Qualifications	Submit one copy of the candidate's diploma from the highest degree earned
	(3) Educational research achievements	A list of all publications, academic presentations and other academic achievements (Download and use the form provided by the university.)
	(4) Research achievements	<p>i) Submit the originals, or copies of two or more published papers and/or books (a Master's Thesis can be included if it is published).</p> <p>ii) Attach a summary of about 300 words in English to each of the above publications.</p>
	(5) Required syllabi to submit with the application documents	<p>i) Oral Communication (Basic level) syllabus (90 minute lessons × 15 weeks) [no designated format]</p> <p>ii) Oral Communication (Advanced level) syllabus (90 minute lessons × 15 weeks) [no designated format]</p>
	(6) A written statement on educational experience	<p><b>Theme:</b> English Education at Japanese Universities (1,000 words in English)</p> <p><b>Note:</b> Please describe your experiences and aspirations as a teacher. In particular, let us</p>

		know how you can contribute to Hannan University's English education program, and what you do to improve your students' English skills.		
	(7) Certificate of health	Please use the form provided by the university, or use a form from a medical institution that includes all the items listed on the university's form. The certificate must be submitted at the time of the job interview (scheduled to be held from mid-January to the end of January)		
	Note	i) Please download the required application documents from the Hannan University website. ii) Website address: <a href="http://www.hannan-u.ac.jp">http://www.hannan-u.ac.jp</a>		
Selection method	First screening	Review of application documents	Second screening	Interview and demonstration lesson (scheduled to be held between mid-January to the end of January)
Notification of Results	Successful candidates will be notified of the results by the end of February 2020.			
Where to submit the documents	〒580-8502 5-4-33 Amami-higashi, Matsubara, Osaka, Japan Hannan University, Attn: Mari Kagawa, Dean of the Faculty of International Communication <b>Note 1:</b> When sending the documents, please write in red on the envelope: "Recruitment of full-time teacher recruitment documents (English)" and send the envelope by registered mail. <b>Note 2:</b> Generally, application documents are not returned to the sender; however, if you wish the materials to be returned to you, please provide a self-addressed envelope with sufficient postage.			
Contact details	Hannan University, Faculty of International Communication, Human Resources Committee e-mail: <a href="mailto:kokukomi-koubo@office.hannan-u.ac.jp">kokukomi-koubo@office.hannan-u.ac.jp</a> (Please refrain from making telephone inquiries.)			