Institute of Technologists (Department of Mechanical and Production Engineering) is currently hiring for part-time teaching positions starting in the spring 2020

Institution: Department of Mechanical and Production Engineering, Institute of Technologists

Position: Part-time instructor of English

Number of Positions: 1-2

Content of Work: Each position involves teaching two to five 90-minute classes per week, including English communication class, TOEIC Preparation, Business Communication and English in Technology, one to two day(s) per week (Monday and / or Tuesday).

Qualifications: 1) Applicants must be a native speaker of English.
(Native speaker English competence)

2) The ideal part-time instructor candidate would have:
*Master’s degree in TESOL, Linguistics, Applied linguistics or in related fields.
*experience and interest in teaching academic English including English communication, Business English (TOEIC preparation) and English in Technology.
*interest in teaching within coordinated program
*at least two-year experience of teaching university-level (or junior-college and High school) English Language
*some academic achievements (publications, academic conference presentations)
*knowledge of another discipline (Technology) would be an advantage
*working level knowledge of Japanese language is desirable

★ Applicants must have a valid visa

Date of employment: April 2020 – March 2021 (renewable upon mutual agreement)
Application materials:

Applicants are required to send application materials by post (registered mail)
(1) Cover letter
(2) CV / resume (indicate your first language) with a recent photo
   (Please include your email address)
(3) Details of Professional experiences
(4) A list of publications and conference presentations
(5) Brief essay on teaching philosophy (Please include your idea of teaching
   English for undergraduate students in the field of Technology) (500 words
   maximum)
(6) Photocopies of current visa

Applications are not returned and will be discarded appropriately.

[Where to send application materials]:
土井香乙里
Department of Mechanical and Production Engineering,
Institute of Technologists
333 Maeya, Gyoda,  Saitama,  361-0038
（〒361-0038 埼玉県行田市前谷 333 番地
ものつくり大学 総合機械学科 土井香乙里）

Email:  k_doi * iot.ac.jp
   (Please change * mark to @ before sending a mail)

★Please write 「英語非常勤講師応募書類在中（Application Materials (Part-time English Instructor)）」on the envelope in red.

★Treat of Personal Information:
The personal information submitted will be used only in the selection process

Deadline of submission of application:  September 25th, 2019


The selection will be based on evaluation of submitted documents and interviews. Only successful candidate will be contacted to arrange an interview and a demo-lesson by e-mail (by early October).
Date for interview and demo-lesson: the end of September to early October

Regrettably, travel expenses for the interview cannot be reimbursed. Applicants will be accepted by the end of November.

Contact Details: Email: k_doi * iot.ac.jp

(Please change * mark to @ before sending a mail)
Department of Manufacturing technologists, Institute of Technologists 333 Maeya, Gyoda, Saitama 361-0038

Notes:
Salary is based on Institute of Technologists Regulations on Part-time Instructors. Travel allowance for public transportation is additionally provided.

Additional information: For further information about Institute of Technologists, see the website (http://www.iot.ac.jp/)