

**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

Selection Process: Evaluation of submitted documents and interview (+ demo-lesson).

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/](http://www.iot.ac.jp/))