

International Christian University

English for Liberal Arts Program, College of Liberal Arts

Announcement of Teaching Position in English for Liberal Arts Program

Outline	<p>International Christian University (ICU) is a private, bilingual liberal arts university with an undergraduate College of Liberal Arts and graduate programs. ICU's educational mission is based on Christian and democratic principles. ICU has approximately 3,000 students and over 150 faculty members from Japan and overseas. The university is located on a wooded campus in the suburbs of Tokyo.</p> <p>We are pleased to announce an open search for a full-time teaching position (contractual appointment) in English for Liberal Arts Program (ELA). The candidate must be a native speaker of Japanese who has the ability to teach courses in English.</p> <p>The ELA is an English language program with both content-based and skill-based instruction that incorporates issues related to the College of Liberal Arts (International Studies, Humanities, Education, Social Science, and Natural Science). It places special emphasis on developing critical thinking and academic writing skills, and improving overall English skills of first- and second-year students. The successful applicant is expected to teach RCA (Reading and Content Analysis), AS (Academic Skills) and RW (Research Writing) in the ELA.</p>
Department/ Program	English for Liberal Arts Program (ELA)
Rank & Title	Instructor by Contractual Appointment
Employment	Full-time
Term of Employment	The initial contract is for three years, with the possibility of consecutive employment of up to 10 years in total.
Employment Conditions	<ol style="list-style-type: none"> 1. Salary: in accordance with ICU employment regulations. 2. Allowances: available, in accordance with ICU employment regulations (e.g. commuting allowance). 3. Working hours: in accordance with ICU employment regulation. 4. Social insurance: coverage by Promotion and Mutual Aid Corporation for Private Schools of Japan (PMAC), workers' compensation, etc.
Number of Positions	1
Qualifications	<ol style="list-style-type: none"> 1. A native speaker of Japanese who has the ability to teach courses in English. 2. Master's degree or above in TESOL/TEFL or related field. 3. At least three years' English teaching experience at the college level. 4. An understanding of the purpose of ICU as expressed in the following statement from the University Regulations: <p style="margin-left: 40px;">"The purpose of the establishment of ICU is to create an academic culture to share the values of freedom based on a devout Christian spirit and to foster well-educated democratic citizens who have an internationally recognized high degree of sophistication and public morals."</p> 5. Evidence of scholarly work related to language teaching is desirable.
Deadline for Applications	Applications must arrive at the address written below no later than March 29, 2019. (The deadline may be extended until an appropriate candidate is found.)
Starting Date	September 1, 2019
Selection Process	<ol style="list-style-type: none"> 1. Apply for the position online. https://business.form-mailer.jp/fms/f82f5e3289623 2. After you have applied online, send all the application materials by mail as

	<p>described below.</p> <p>3. After documentary screening, short-listed candidates will be requested to give a model lesson and to be interviewed from mid-April to early May 2019.</p>
Notification of Decision	Applicants will be notified by letter.
Application Materials	<p>1. Curriculum Vitae (Click the link to download). [download]</p> <p>2. List of Academic Publications. (Do not send actual publications until requested. Copies of three main publications will be requested from candidates who are selected for an interview.)</p> <p>3. Names and contact information of three references. (Three letters of recommendation will be requested from candidates who are selected for an interview.)</p> <p>4. Cover letter describing why the applicant is appropriate for the position.</p> <p>5. "Statement of Purpose" outlining the applicant's view of English language teaching within the context of a liberal arts education. (A4 size, 1~2 page essay in English)</p> <p>6. A copy of B.A., M.A., and/or Ph.D. diploma.</p> <p>An application package with all necessary materials should be sent by registered mail to:</p> <p>Mr. Ged O'Connell Director, English for Liberal Arts Program International Christian University, 3-10-2 Osawa, Mitaka, Tokyo 181-8585, JAPAN</p> <ul style="list-style-type: none"> ❖ After applying online, send the application materials by post. ❖ Write "Application for Position (ELA: RCA)" on the envelope. ❖ Submitted application materials will not be returned. ❖ Personal information will be treated with confidentiality.
Contact Address	3-10-2 Osawa, Mitaka-shi, Tokyo 181-8585, JAPAN
Contact Person	Mr. Ged O'Connell
Position of Contact Person	Director, English for Liberal Arts Program
E-mail	ela-search@icu.ac.jp
Attached Files	N/A
Additional Information	For inquiries, please use the above e-mail address.