

## **Advertisement for a full-time English faculty position at the International University of Japan, Minamiuonuma-shi, Niigata**

**Job Description:** The International University of Japan in Niigata, a graduate institution catering to a multinational, multicultural student body, is seeking an individual to fill a full-time Assistant Professor position in the area of TEFL/TESL, beginning April 1, 2019. The contract is initially for two years, renewable subject to performance and budget, with the potential of the position leading to tenure.

### **Job Details:**

**Requirements:** At least an M.A. in TEFL/TESL, Applied Linguistics, or an equivalent area; at least two years TEFL/TESL experience at the university level; teaching of academic writing and oral communication skills (i.e., presentation and discussion skills) at the tertiary level; some administrative experience at the university level; at least three academic publications. **Desirable attributes:** Teaching and administrative experience in intensive English programs; experience with language test creation and calibration; teaching and administrative experience in English for professional/business communication; experience with computer-assisted language learning (CALL); experience in offering teacher education courses and conducting teacher training workshops, preferably to high school English teachers; experience teaching cross-cultural communication.

**Duties:** Teach up to 12 hours during the regular terms (including individual conferencing with students), and up to 16 hours during the summer program, per week; teach academic writing to graduate-level students studying international management, relations, public policy, development or e-business. Other responsibilities include curriculum development and course design, course coordination and program management, and committee duties.

**Salary and benefits:** **Around six (6) million yen** (gross annual income, before any tax and medical insurance deductions); research funding; allowances.

**Application materials (DIGITAL):** Please attach to an email: (1) a cover letter (highlighting qualifications, experience, and research; describing current employment status and situation; giving reasons for applying), (2) a detailed resume (qualifications, teaching and other professional experience, research), (3) a passport size photo. Copies of letters of reference and publications shall be requested later from short-listed candidates.

**Deadline:** Applications must be received by Sunday, May 31, 2018. Short-listed applicants will be interviewed at the university campus in Niigata or the IUJ office in Tokyo (as applicable).

**Contact details:** A cover letter in response to this advertisement, a resume, and a passport size photo (**all digital**) should be attached to an email and sent to Ms. Takahashi Noriko, International University of Japan, 777 Kokusai-cho, Minamiuonuma-shi, Niigata-ken, 949-7277. Email address: <elp@iuj.ac.jp>

**NOTE:**

- (1) **Only short-listed candidates will be contacted for interviews.**
- (2) **Applications that do not satisfy the listed position requirements will be ignored.**