

**JOB DESCRIPTION**  
**EFL Instructor**  
**CUBE Study Abroad English Program**  
**Konan University**

Konan University (KU) is currently seeking an English as a Foreign Language (EFL) instructor to teach English language courses at KU's Hirao School of Management (CUBE) campus. CUBE offers undergraduate education that aims to prepare the globally-minded Japanese manager of the future—one who is multilingual, cognizant of other cultures, skilled in the use of new information technologies, and entrepreneurially oriented. The curriculum offered by CUBE includes the Study Abroad program, under which students receive semi-intensive English for Academic Purposes (EAP) instruction. In the second semester of their sophomore year, qualified CUBE students in the program will transfer to the University at Buffalo (UB), the State University of New York, or other North American university, for a full academic year of study. The Study Abroad English program at CUBE is based on the teaching philosophy and curriculum at UB's English Language Institute (ELI) with an orientation to American culture and business practices.

**Job Title:** EFL Instructor  
**Employer:** Konan University (in cooperation with the University at Buffalo)  
**Location:** Nishinomiya-city, Hyogo, Japan

**QUALIFICATIONS**

Master's degree in TESOL or closely related field; native-like proficiency in English; a minimum of 2 years of university teaching experience (preferably in North America) is required; experience teaching in Japan and/or teaching Japanese students a plus.

**TERM OF APPOINTMENT**

One-year appointment from March 1, 2017 to February 28, 2018; renewable annually up to a maximum of five years, pending annual performance evaluations.

**SALARY**

An annual salary of 4,500,000 – 5,000,000 yen will be paid in yen in twelve monthly installments. Salary is increased annually based upon performance.

**TEACHING DUTIES**

The instructor should be available to work 40 hours per week, Monday to Friday (and occasionally on Saturday or Sunday when an extra class or event is scheduled), with approximately 15 hours (10 90-minute classes) devoted to instructional duties and 25 hours devoted to preparation time and program support duties, including: creating and organizing teaching materials, advising students, administering placement tests, preparing student progress reports, assisting with the preparation of the entrance exam to the program, and other duties as assigned by KU via the CUBE Study Abroad English Program Coordinator. The instructor will also be expected to be available between fall and spring terms to complete program support duties and provide remedial instruction and guidance to students.

## **TRAVEL EXPENSES**

The travel expenses of the instructor (and if applicable of spouse and dependent children) will be paid for travel from the place of residence prior to appointment to the place of employment. The cost of moving household goods shall be paid up to 300,000 yen in the case of an instructor already resident in Japan, and up to 500,000 yen in the case of an instructor not resident in Japan.

## **ACCOMMODATIONS**

Instructor is provided with a rent-free, semi-furnished 2-bedroom apartment, or 75,000 yen/month towards rent at another apartment. A transportation allowance shall be paid for commuting to the Nishinomiya campus.

## **OTHER INFORMATION**

### **School Calendar**

The school year at Konan University begins with the spring term, held from April 1 - July 31. The fall term is from September 1 – January 31.

### **Holidays**

Instructor will have the following holidays: national holidays with a few exceptions, a summer vacation from August 1-31 and a two-week break in February.

### **Office Space**

Instructor will be provided with an office space and a personal computer in a shared office.

### **Health Insurance**

Instructor will enroll in the Japanese health plan.

**Interested applicants** should send a resume, a cover letter that includes the applicant's philosophy of teaching, and contact information for three professional/academic references. References will not be contacted without your prior consent. Documents must be submitted electronically to [konancubesaopening@gmail.com](mailto:konancubesaopening@gmail.com) and addressed to both individuals below by December 15, 2016.

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Keith Otto  
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