

## POSITION FOR INSTRUCTOR OF ENGLISH AS A FOREIGN LANGUAGE (April. 2018)

The Language Center in the Organization for Academic Affairs, **Kwansei Gakuin University**, invites applications for **one full-time position** of Instructor of English as a Foreign/Second Language (IEFL) to teach in undergraduate and graduate courses starting in **April 2018**.

The employment contract is for one year, and is renewable for up to five years total by mutual agreement. However, as for applicants who have/had worked at Kwansei Gakuin within six months prior to April 1 2018, the term of contract may be restricted according to "Rules and Regulations for Term Limits on Fixed-term Employment Agreements."

Applicants should have a **Master's degree** in TESOL or Applied Linguistics, as well as relevant teaching experience. English native/near-native speaker is required and fluency in Japanese preferable. Interested applicants should send the following documents **by registered post to arrive by December 4th, 2017**. **E-mail submissions will not be accepted.**

- 1) A resume/CV
- 2) A list of publications and presentations with an abstract (100 to 150 words) for each of them
- 3) At least one letter of recommendation
- 4) A copy of the applicant's diploma
- 5) A written statement of the applicant's views on teaching and career objectives (500-800 words)
- 6) Copies of two major research articles published in academic journals (three sets)

Send the application package by registered mail to:

**IEFL Hiring Committee**  
**Language Center in the Organization for Academic Affairs**  
**Kwansei Gakuin University**  
**1-1-155 Uegahara**  
**Nishinomiya 662-8501, Japan**

**Please write "IEFL-April. 2018" on the envelope.** Application materials will not be returned.

### **Interview:**

Short-listed candidates will be invited for interviews held at Kwansei Gakuin University, Nishinomiya Uegahara campus in December 16th, 2017.

Notes:

- \* Finalists' travel expenses and hotel stay for interviews will not be reimbursed.
- \* Resumes and other materials will not be returned.

**Contact:**

Language Center in the Organization for Academic Affairs, Kwansei Gakuin University

E-mail: [lc\\_recruit@kwansei.ac.jp](mailto:lc_recruit@kwansei.ac.jp)

Inquiries should be made by **e-mail only**.

**Details of the job:**

Kwansei Gakuin University is a private school founded on Christian principles in 1889. Now with an enrollment of over 20,000 in its eleven schools. The Language Center provides small-group English courses which mainly consist of 25 or fewer students in "Intensive English Program (IEP)" and "Introductory English (IntroE) A," both taught by native/near-native English speakers.

Instructors will be working in a team situation under the supervision of experienced faculty, and carry a maximum of 10 classes of 90 minutes a week each term with other duties limited to no more than 10 hours per week. Special between-term courses will be held. Non-class duty hours between semesters will be no more than 15 hours per week. Remuneration will be in yen, and the annual salary is approx. ¥5,200,000. In addition, housing and health insurance are partially subsidized. Research subsidy and conference travel subsidy are in line with university policy. In Kwansei Gakuin, each person hired will be expected to support the principles of Christian education.

For further details of the IEP, please visit our webpage at:

[http://www.kwansei.ac.jp/c\\_language/c\\_language\\_m\\_001616.html](http://www.kwansei.ac.jp/c_language/c_language_m_001616.html)