

## **POSITIONS FOR CONTRACT INSTRUCTOR OF ENGLISH (CIE)**

1. Number of Position Available:  
One position of Contract Instructor of English(CIE)

2. Employment Period:  
April 1, 2018 – March 31, 2019

The employment contract is for one year, and is renewable one time (until March 2020). 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.”

CIE will undergo a performance review prior to completion of the term of appointment, and those who have successfully passed the review process will be granted the position of Special Instructor of Language (SIL).

The position of Special Instructor of Language is for one year and renewable until the retirement age provided in the rulebook of Kwansei Gakuin University.

3. Responsibility and Duties:  
CIE is expected to be project leaders who can plan, organize and carry out new projects at the Language Center as well as being responsible for eight 90-minute classes a week each term.

4. Position Available at:  
The Language Center in the Organization for Academic Affairs, Kwansei Gakuin University

5. Salary and Benefits:  
Approximately 430,000 yen per month (5,270,000 yen per year), health insurance (Private School Mutual Aid) and unemployment insurance.  
Other benefits, including research/travel subsidies, are provided in accordance with university regulations.

6. Qualifications:  
Candidate should satisfy all the following conditions.  
(1) Native/Near-native competency in English (Fluency in Japanese preferable)  
(2) Master’s degree in TESOL or Applied Linguistics  
(3) Teaching experience at university level for at least three years

7. Application Documents:  
1) A resume/CV  
2) A list of publications and presentations

- 3) At least one letter of recommendation
- 4) A copy of the applicant's diploma
- 5) Copies of two major research articles published in academic journals (three sets)
- 6) A written statement of a teaching plan (500 to 600 in TOEIC) for one of the following projects applicant will coordinate at Kwansei Gakuin University (500-800 words).
  - (1) Critical writing
  - (2) Area studies
  - (3) Study abroad

8. Mailing Address:

Please send the application package by postal mail to the address below:

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

Please write "CIE-April.2018" in red on the envelope.

Notes:

- \* **E-mail submissions will not be accepted.**
- \* Application materials will not be returned.

9. Application Deadline:

Please send all application materials by **registered post to arrive by Friday, January 12, 2018.**

10. Selection:

After screening of the application materials, short-listed candidates will be invited to an interview held at Kwansei Gakuin University, Uegahara campus in **Saturday, January 27, 2018.**

Notes:

- \* Travel expenses and hotel stay for interviews will not be reimbursed.

11. Results:

The results will be sent to each of the applicants after the selection process is completed.

12. Contact:

CIE Hiring Committee  
The Language Center in the Organization for Academic Affairs, Kwansei Gakuin University  
E-mail: [lc\\_recruit@kwansei.ac.jp](mailto:lc_recruit@kwansei.ac.jp)  
We accept inquiries **only by e-mail.**