

Kwansei Gakuin University, Kobe-Sanda Campus:  
SPS-ELP Part-time Instructor Openings

The School of Policy Studies English Language Program (SPS-ELP) at Kwansei Gakuin University, Kobe-Sanda Campus is currently hiring for part-time teaching positions for the Spring 2018 semester, contract beginning April 1<sup>st</sup>, 2018. Each position involves teaching three 90-minute classes, including one academic writing course, one day per week (Tuesday – Friday, 9:00am – 3:00pm). There is a preference for Tuesday or Friday availability.

If you would like to apply, by **Saturday, March 24<sup>th</sup>** please (1) submit your CV in the required format as an attachment in Word or PDF to [KGUPartTimepositions@ml.kwansei.ac.jp](mailto:KGUPartTimepositions@ml.kwansei.ac.jp) and (2) indicate your teaching availability (Tuesday – Friday) within the body of the email. CVs will be reviewed as they are received and suitable candidates will be contacted to arrange an interview. Therefore, early submissions are encouraged.

CVs should include in the following order:

**Contact and biographical information**

Name (Roman letters and Japanese katakana)  
Address  
Telephone  
E-mail  
Date of birth  
Nationality

**Education**

Undergraduate degrees  
Postgraduate degrees  
EFL/ESL related qualifications

**Employment** (In reverse chronological order; indicate full- or part-time)

EFL/ESL positions at universities / colleges / equivalent institutions  
(starting month/year – ending month/year, teaching hours per week, types of courses taught)  
Other experiences teaching English  
(starting month/year – ending month/year, teaching hours per week, types of courses taught)

**Professional Development**

Relevant publications, presentations, and workshops  
Relevant postgraduate dissertation, thesis, and coursework term papers  
Participation in professional associations

The ELP is a two-year (4-semester), English for Academic Purposes (EAP) program. All courses are developed in-house and are closely coordinated, which means that materials, lesson plans, and assessment tools are the same for all teachers and students. The ideal part-time instructor candidate would have:

- experience and interest in teaching academic English, especially academic writing
- interest in teaching within a coordinated program
- university-level English language teaching experience
- an MA degree, preferably in a related field (e.g. TESOL, Applied Linguistics)