

# 2019 Momoyama Gakuin University Contract English Instructor of General Education Organization

## 1. Position

Contract Instructor of General Education Organization, Language Center  
Two English teaching position available. (term-limited contract)

## 2. Starting date

1<sup>st</sup> September 2019

## 3. Affiliation

Language Center

## 4. Courses to be taught

Required English classes

## 5. Qualifications

(1) One of the following

- Master's degree in TESOL/ TEFL/ TESL or other similar subject related to English education

- Master's degree in a subject other than English education but related to English

(2) Three or more years' experience of teaching in universities, high schools, or private English schools, and the ability to teach, in English, all four macro-skills: speaking, listening, reading, and writing

(3) For candidates whose first language is not Japanese, JLPT level N2 or sufficient proficiency to conduct classes, communicate with university staff, and complete administrative tasks in Japanese is required.

## 6. Duties

(1) Teach General Education English courses (10 classes per week and intensive classes during university vacations) and carry out other duties associated with those classes.

(2) Plan, develop and manage curricula for English courses and carry out other duties associated with those courses.

(3) Provide at least 2 office hours of study guidance for students each week, and plan and carry out extracurricular programs.

(4) Engage in other duties such as publicity for university admission, proofreading English documents etc.

(5) Carry out other educational tasks as required by the General Education Organization Director and/ or the Language Center Director.

## 7. Working hours

5 days per week, 35 hours per week (actual working hours)

## 8. Place of work

1-1 Manabi-no, Izumi-shi, Osaka

## 9. Position

Full time (term-limited contract)

Contracts are for one year, and may be renewed three times (with the final contract ending on 31<sup>st</sup> March 2023) by taking into account the necessity of courses to be taught, the performance of duties, professional attitude, health, etc. Conditions are in line with university policy.

## 10. Salary and conditions

(1) Salary: [1<sup>st</sup> year 330,000 yen/month before tax; 2<sup>nd</sup> year 370,000 yen/month before tax; 3<sup>rd</sup> year 410,000 yen/month before tax; 4<sup>th</sup> year 450,000 yen/month before tax] , commuting allowance, and housing allowance[in line with university policy], end-of-year bonus of 2 months' basic salary and housing allowance;

\*example of annual sum from previous year (salary + bonus +other allowances before tax)

1<sup>st</sup> year 4,991,000yen                      2<sup>nd</sup> year 5,551,000yen

3<sup>rd</sup> year 6,111,000yen                      4<sup>th</sup> year 6,671,000yen

(2) Health and welfare: membership of Private Schools Mutual Aid (pension and health insurance), nursing care insurance, employment insurance, and workers accident

compensation insurance

(3) A computer and a desk are provided for each teacher.

#### 11. Application materials

(1) Curriculum vitae in Japanese using the university's pro-forma(様式 1)

\*handwritten application will not be accepted

(2) List of up to three academic publications, with a summary of each (様式 2)

Only TESOL/ TEFL/ TESL publications or others closely related to English education will be accepted.

Summaries may be in Japanese (around 400 字) or English (around 200 words)

(3) Application essay

See the attached document. (別紙 1)

(4) Names and contact details\* of two references (様式 3)

\*Include the mailing address, phone number, email address, and relationship to the applicant of each reference.

(5) Certificates to prove your Japanese language proficiency, if you have any. (Applicable only to candidates whose first language is not Japanese)

● Application pack (様式 1, 2, 3, 別紙資料 1) can be downloaded from the university website.

<http://www.andrew.ac.jp/gakuin/recruitment/>

● You may be asked to submit additional documents if it is deemed necessary.

● Shortlisted candidates will be informed in late April and required to submit the following before the interview:

- degree diplomas/ certificates

- copies of the academic publications listed in 11-(2).

#### 12. Closing date for applications

Applications must arrive no later than Sunday, 31<sup>st</sup> March, 2019.

#### 13. Selection procedure

Shortlisted candidates will be invited for an interview in late April – early May (except April 27 – May 5).

\*Travel expenses incurred by interviewees will not be reimbursed.

#### 14. Address for applications

594-1198 Language Center, Momoyama Gakuin University, 1-1 Manabi-no, Izumi-shi, Osaka  
Applications should be sent by recorded delivery. Please mark the envelope in red, "Contract Instructor application". Materials will not be returned.

#### 15. Confidentiality

Personal information included in application materials will not be used for any purpose other than selection and employment. Candidates who are not selected may be contacted at a later date, in relation to part-time positions.

#### 16. Contact

If you have any questions, feel free to write to [15saiyou@andrew.ac.jp](mailto:15saiyou@andrew.ac.jp) .

\*Note that the university is closed on weekends and during the period Monday, 29<sup>th</sup> April to Friday, 3<sup>rd</sup> May.