

[This is an unofficial English summary prepared from the official Japanese announcement. Please refer to the official Japanese version for clarifications.]

From the Acting Director of NEEC, Toru HANAOKI

Nanzan English Education Center (NEEC) is seeking a full-time contract-based English Language Instructor (L.I.).

Job Type and Number of Positions: One full-time contract-based English Language Instructor (L.I.)

Job Description:

- (1) Teach a minimum of ten 90-minute classes per week.
- (2) Assist the Senior Language Instructor at NEEC in a variety of ways including the development of teaching materials related to NEEC.
- (3) Commit to the duties related to the management of the World Plaza operated by NEEC.
- (4) Attend internal meetings and Faculty Development (FD) sessions related to NEEC.
- (5) Conduct entrance examination duties.
- (6) Fulfill other duties related to the operation of NEEC under direction of the Director of NEEC.
- (7) Teach a summer or winter intensive class (“English Immersion Program”).

Conditions:

- (1) A full-time two-year contract, renewable once for 2 years, then renewable once for 1 year (maximum of 5 years) based on mutual consent.
- (2) Starting annual salary of approximately 5,300,000 yen (health insurance and other benefits included).

Location: Nanzan University, 18 Yamazato-cho, Showa-ku, Nagoya, Aichi 466-8673 JAPAN

Qualifications:

- (1) The applicant should be a native or near-native English speaker of any nationality.
- (2) The applicant should have a Master’s degree in English education or a similar internationally recognized qualification (e.g. Cambridge/RSA, DELTA).
- (3) The applicant must have at least two years of experience in teaching English, preferably at the college level.
- (4) Academic publications are desirable but not necessary.
- (5) If employed, the applicant should live in or near Nagoya City.

* Notes: Applicants are NOT eligible for this position if:

- (1) They were employed part-time or full-time under a limited term contract at Nanzan School Corporation during the six months prior to the beginning of the employment.
- (2) They have been previously employed in the following full-time positions at Nanzan University.
 - (A) Language Instructor (L.I.) at Nanzan English Education Center
 - (B) Language Instructor (L.I.) at Nanzan Seto Campus
 - (C) Language Instructor (L.I.) at the Center for Japanese Studies
 - (D) Associate Instructor (A.I.) at Nanzan University

Deadline for applications: Application documents must reach the university by August 31, 2016.

Starting date: April 1, 2017

Application materials: Please send the following materials to the address below.

- (1) Curriculum vitae with a photo, contact information (phone number and e-mail address), education background, employment history, academic association membership, and degrees conferred.
- (2) Professional achievements (e.g. contributions to professional associations, materials development, presentations, etc), and a list of research publications (if any).
- (3) A copy of any publication listed in (2).
- (4) A 450-word essay written in English on the applicant's approach to English language education and how this is reflected in classroom teaching.
- (5) A photocopy of diplomas or certificates.
- (6) Two letters of reference (sealed and which specify the relationship between the applicant and those who provide references).

Please send applications by registered mail to:

Nanzan English Education Center

Language Instructor Position Application

18 Yamazato-cho, Showa-ku, Nagoya, Aichi 466-8673, JAPAN

All the application documents must be in an envelope with "Application Documents for a Language Instructor Enclosed" written in red letters beside the address.

Selection process: After document screening, selected candidates will be invited for an interview and asked to demonstrate a trial lesson on their approach to teaching English.

* Travel expenses will be borne by the applicant.

* Among selected candidates, those applicants who apply from overseas may be interviewed by telephone and will be asked to send a videotape in which the applicants recorded his or her one trial lesson, as a substitute for an interview and a trial lesson conducted at the university.

Contact:

Nanzan English Education Center

Language Instructor Position Application

e-mail: neec-admin@nanzan-u.ac.jp

phone: 052-832-3214

URL: <http://www.nanzan-u.ac.jp/English/index.html>

<http://www.ic.nanzan-u.ac.jp/neec/index.html>

NOTE:

Application materials will only be used for selection. The application materials will be responsibly destroyed immediately after the selection process is complete. If you wish to have the application materials returned, please enclose a stamped, self-addressed envelope.