

NYU School of Professional Studies Tokyo

FULL TIME LANGUAGE LECTURER

NYU School of Professional Studies is pleased to announce the expansion of NYU School of Professional Studies Tokyo (NYUSPS Tokyo). Our mission is to equip learners with the knowledge, skills, and confidence to succeed professionally.

Established in 2013, NYUSPS Tokyo was modelled on the NYUSPS American Language Institute, one of the first English language centers in the world. NYUSPS Tokyo delivers a high-quality Global English Program to Japanese learners. Academic oversight is provided by NYU SPS in New York while operational management is provided by Nichii Gakkan.

The successful candidate will develop and teach courses to motivated students with diverse learning goals including professional advancement, preparation for an international posting, academic study abroad, and personal development. In addition to teaching, the successful candidate will work closely with the Assistant Director, Programs to develop new English course offers based on marketplace trends. Administrative responsibilities include assisting with adjunct faculty recruitment, student placement and evaluation, development and retention, informing prospective students about the programs at information sessions, advising and mentoring current students, and serving as an advocate for the program.

Education: Master's degree in TESOL, Applied Linguistics, or closely related field

Experience: Five years of English teaching experience. At least three in a higher education or corporate setting.

Priority will be given to candidates with:

- Three or more years of Business/ESP teaching experience
- Corporate English program development/teaching experience
- Innovative and collaborative approaches to their work
- Versatility in teaching students at different proficiency levels
- A can-do attitude and willingness to combine teaching with administration

Full Time Instructor Responsibilities:

- Collaborate with the Assistant Director, Programs and the Director and other faculty in the smooth delivery of English language instruction
- Teach 8-12 hours p/w (teaching: approx. 50% of workload)
- Take on administration tasks to support the smooth-running of the program (admin: approx 50% of workload)
- Help prepare for and participate in student placement testing and registration activities; help with student orientation, in and between terms
- Participate in program, curriculum, and course materials development for face-to-face and blended instruction
- Organize & project manage a range of education events including 1-day workshops, lecture series, seminars, etc
- Coordinate instruction and materials with other instructors, including part-time faculty
- Supervise/observe part-time faculty; participate in meetings and in-service training activities

Start: June-July 2017 (Summer Term begins July 17th)

Terms: Competitive salary & benefits package. Five-day week. Must be willing to work Saturdays and some evenings.

To Apply: Email a cover letter and CV to the NYU SPS Tokyo Director, Barnaby Pelter: barnaby.pelter@nyu.edu

Please state 'Language lecturer' in the subject line.