



**Okinawa Institute of Science and Technology**  
**English Language Instructor**

The Okinawa Institute of Science and Technology Graduate University (OIST) is a model for change in education and research with the best international graduate students, working side by side with world-class faculty in modern well-equipped laboratories. Beautifully situated on the island of Okinawa, OIST relies on a cross-disciplinary approach, with an emphasis on creativity and exchange, to offer unique, individualized graduate training. OIST is a university with no departments, eliminating artificial barriers between people working in different fields, but many nationalities, with students and faculty being attracted from all over the world. Concentrating initially on Neuroscience, Molecular Sciences, Mathematical Sciences, Environmental and Ecological Sciences and Physical Sciences, OIST is bringing some of the best researchers in the world to Okinawa to transform the way science and education is done in the global academic world.

**Position summary:**

The English language instructor will provide English courses to language learners employed at OIST. Learner groups include administrative staff, scientific researchers, graduate students, and security staff. Learner levels range from A1-C2 (CEFR). This is a full-time position.

**Position:**

English Language Instructor  
Communications and Public Relations Division

**Working Location:**

Onna-son, Okinawa, Japan

**Responsibilities:**

1. Design, implement, administrate, and instruct English language courses as required.
2. Conduct pre-course placement tests.
3. Provide end-of-course learner assessments.
4. Provide OIST Graduate Students with academic communication skills courses.
5. Lead regular in-house language training seminars focussing on professional English skills.
6. Other administrative duties relevant to position.

**Qualifications:**

**(Required)**

1. Recognized qualification in English Language instruction
2. Minimum of three years' teaching experience at post-secondary level.



**(Preferred)**

3. Experience in establishing and/or directing English language programmes at post-secondary level.
4. Candidate with a Master of Arts in TESOL or Applied Linguistics will be preferred.

**Term:**

Full-time, fixed term appointment for 2 years. Contract initially with 3-month probationary period (inclusive).

**Working hours:**

Flextime (core time 10:00-15:00) 7.5hrs per day, (Multiplied by prescribed working days per month)

**Compensation:**

In accordance with the OIST Employee Compensation Regulations

**Benefits:**

- Commuting allowance
- Annual paid leave and summer holidays
- Housing allowance
- Health insurance (Private School Mutual Aid <http://www.shigakukyosai.jp/en/index.html/>),
- Welfare pension insurance (kousei-nenkin)
- Worker's accident compensation insurance (roudousha-saigai-hoshou-hoken)

**Submission Documents:**

1. Curriculum vitae in English
2. Cover letter in English
3. Statement of Teaching Philosophy in English
4. Two letters of reference from current or previous employers

**Starting Date:**

January 2017

**Application Due Date:**

December 15, 2016. Selection process will begin as soon as applications are received.

**Application Address:**

Please submit all required application materials by email to:  
recruiting#oist.jp  
(Please replace # with @ before using this email address)

Or send documents via post mail to:  
Recruiting Team, HR Management Section



Okinawa Institute of Science and Technology Graduate University  
1919-1, Onna, Onna-son, Okinawa 904-0495, Japan

- \* OIST Graduate University is an equal opportunity, affirmative action educator and employer and is committed to increasing the diversity of its faculty, students and staff. The University strongly encourages women and minority candidates to apply.
- \* Information provided by applicants or references will be kept confidential, documents will not be returned. All applicants will be notified regarding the status of their applications.
- \* Please view our policy for rules on external professional activities (<https://groups.oist.jp/acd/information-disclosure/>).
- \* Further details about the University can be viewed on our website ([www.oist.jp](http://www.oist.jp)).