

# Rikkyo University

## Job Announcement for Program Manager

We are now recruiting for Program Manager position to begin from April 2017.  
For more details about English Discussion Class, please visit the following website:  
[http://www.rikkyo.ac.jp/academics/undergraduate/zenkari/edc\\_faculty/recruitment/english/](http://www.rikkyo.ac.jp/academics/undergraduate/zenkari/edc_faculty/recruitment/english/)

Position	Program Manager for the English Discussion Class
Qualifications	<p>A person falling under any one of the following categories and who is considered to have a sufficient background to provide instructor support and education at the university level.</p> <p>(1) A person who has obtained a Master's or Doctoral degree in English-language education and who has personal knowledge of and experience in English-language education at the university level;</p> <p>(2) A person who has obtained a Master's or Doctoral degree in a subject other than English-language education and who has personal knowledge of and experience in English-language education at the university level; or</p> <p>(3) A person who has obtained a Master's or Doctoral degree in English-language education and has knowledge of English-language education at the university level.</p> <p>*Applicants of any nationality are welcome to apply.</p>
Starting Date	April 1, 2017
Conditions	One-year contract, possibly renewed up to four times (for a total of 5 years maximum upon the mutual agreement of both parties)
Primary Duties	<ol style="list-style-type: none"> <li>1. Supervising and training English Instructors</li> <li>2. Teaching English Discussion Classes (4 classes per semester and substituting absent instructors)</li> <li>3. Providing support for the students</li> <li>4. Organizing internal teacher-trainings including faculty development sessions and teacher observation</li> <li>5. Providing solutions as problems concerning English Discussion Class arise</li> <li>6. Creating and developing teaching materials</li> <li>7. Preparing and revising the curricula and syllabi</li> <li>8. Designing teaching methods and class planning</li> <li>9. Providing support during the recruitment of new instructors</li> <li>10. Engaging in any other work related to English-language education and conduct ongoing program evaluation and related research</li> </ol>
Work Days	Monday to Saturday (6 days per week) *Must be on campus during the regular semester (Spring and Fall) and the repeating courses sessions, which are offered for two weeks in August and two weeks in February.
Work Hours	Monday to Friday 8:30-16:40 & Saturday 8:50-13:00

Location	Ikebukuro Campus (Tokyo, Japan) & Niiza Campus (Saitama, Japan) Monday: Ikebukuro Campus or Niiza Campus Tuesday-Friday: Ikebukuro Campus Saturday: Niiza Campus
Remuneration	Salary: Monthly salary ¥426,000 (first year) Additional: Summer bonus (1 month of salary provided in June), Winter bonus (2months of salary provided in December), housing allowance, transportation allowance, insurance (Rikkyo Gakuin health insurance, welfare pension insurance and employment insurance) and grant-in-aid. *The first bonus of the first year will be prorated based on the numbers of calendar days after the commencement of assignment.
Holiday	Sundays National Holidays Special University Holidays Summer, Fall, Winter and Spring breaks *In order to balance the number of classes over the 14-week semester, Rikkyo University schedules some classes on some national holidays, which are then considered to be work days. In lieu of these days, other days during the academic calendar become non-teaching days.
Paid Holiday	10 days for the first year
Application Documents	Submit Documents Number 1 to 4 as e-mail attachments by the application deadline. <u>Document Number 5 (references) must be submitted by each referee as e-mail attachments.</u> No other formats will be accepted.  <ol style="list-style-type: none"> <li>1. Rikkyo Formatted Curriculum Vitae (Designated Form)</li> <li>2. Academic Degrees (Submit photocopies) <ul style="list-style-type: none"> <li>• Master's or your highest Degree</li> <li>• TESOL-related Certificates / Diplomas if applicable</li> </ul> </li> <li>3. Curriculum Beliefs</li> <li>4. Lesson Plan Response</li> <li>5. Two (2) References (Designated Form) <ul style="list-style-type: none"> <li>• Download the designated forms and forward a copy to each of your referees.</li> <li>• Referees must submit their completed form to us via email directly.</li> </ul> </li> </ol> <p>◆Download Rikkyo University designated forms at <a href="http://www.rikkyo.ac.jp/academics/undergraduate/zenkari/edc_faculty/recruitment/english/">http://www.rikkyo.ac.jp/academics/undergraduate/zenkari/edc_faculty/recruitment/english/</a></p> <p><u>*Candidates who pass the First Stage will be requested to submit "Model Teacher Training Task" at a later date.</u></p>
Place of Submission	Submit Application Document Number 1 to 4 as e-mail attachments. E-mail: <a href="mailto:edc-recruit@rikkyo.ac.jp">edc-recruit@rikkyo.ac.jp</a> Have each referee to submit Document Number 5 as e-mail attachment directly. E-mail: <a href="mailto:edc-recruit@rikkyo.ac.jp">edc-recruit@rikkyo.ac.jp</a>  *Submit all the application documents for the attention of "Personnel Section, Center for English Discussion Class, Rikkyo University".
Selection Procedure	First Stage: Screening of application document (End of September) Second Stage: Interview (October)  *Tentatively, notification of official offer of employment is scheduled to be made by the

	middle of November, 2016.
Application Deadline	September 15, 2016, 12:00p.m. (noon), Japan time

※Please note the following;

- 1) Submit complete application documents by the deadline.
- 2) We do not disclose the reason for the rejection due to our policy.
- 3) We will keep your files on record up to one year from submission, after which they will be discarded appropriately.