Rikkyo University
Job Announcement for English Instructors
Teach Micro Size English Discussion Class

We are now recruiting for English Instructor positions to begin teaching from September 2017.
For more details, please visit the following website:
http://www.rikkyo.ac.jp/academics/undergraduate/zenkari/edc_faculty/recruitment/english/

<table>
<thead>
<tr>
<th>Position</th>
<th>English Instructor (teaching small discussion classes)</th>
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<tbody>
<tr>
<td>Qualifications</td>
<td>A person falling under any one of the following categories is eligible to be appointed as an English Instructor. (1) A person who has obtained a Master’s degree in English-language education and who has personal knowledge of and experience in English-language education at the university level; or (2) A person who has obtained a Master’s degree in a field other than English-language education and who has personal knowledge of and experience in English-language education at the university level; or (3) A person who has obtained a Master’s degree in English-language education or in other field and a CELTA qualification, and who has personal knowledge of English-language education at the university level; or (4) A person considered to be similar to any of (1) through (3) above and who specifically has knowledge of and sufficient experience in English-language education at the university level; or (5) A person considered to be similar to any of (1) through (4) above and who is specifically sufficiently experienced in English-language education at the university or high school level.</td>
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*Applicants of any nationality are welcome to apply.*

| Starting Date | September 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) |
| Work Days | Monday to Saturday (6 days per week) |
| Work Hours | Monday to Friday 8:50-17:00 & Saturday 8:50-13:00 |
| Location | Ikebukuro Campus (Tokyo, Japan) & Niiza Campus (Saitama, Japan) |
| Salary: Monthly salary ¥320,000 (first year) | Additional: Summer bonus (1 month of salary provided in June), Winter bonus (2 months 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 Document

Submit Documents Number 1. to 4. as e-mail attachments by the application deadline. Document Number 5. (references) must be submitted by each referee as e-mail attachment. No other formats will be accepted.

1. Cover Letter (Designated Form)
2. Rikkyo Formatted Curriculum Vitae (Designated Form)
3. Activity Plan and Rationale (Designated Form)
4. Academic Degrees (Submit photocopies)
   - Master’s or your highest Degree
   - TESOL-related Certificates / Diplomas if applicable
5. Two (2) References (Designated Form)
   - Download the designated forms and forward a copy to each of your referees.
   - Referees must submit their completed form to us via email directly.


## Place of Submission

Submit Application Document Number 1. to 4. as e-mail attachments.

Email: edc-recruit@rikkyo.ac.jp

Have each referee submit Document Number 5. as e-mail attachment directly.

Email: edc-recruit@rikkyo.ac.jp

*When submitting the application documents, it must be to the attention of “Personnel Section, Center for English Discussion Class, Rikkyo University”.

## Selection Procedure

First Stage: Screening of application document (End of October)

Second Stage: Model Teaching & Interview (November)

*Tentatively, notification of official offer of employment is scheduled to be made by the end of January, 2017.

## Application Deadline

Saturday, October 15, 2016 12:00 p.m. (noon), Japan time

※Please note the following:

1) Submit completed application documents by the deadline.

2) We do not disclose the reason for the rejection due to our policy.

3) We will keep your file on record up to one year from submission, after which they will be discarded appropriately.