

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/

Position	English Instructor (teaching small discussion classes)
Qualifications	<p>A person falling under any one of the following categories is eligible to be appointed as an English Instructor.</p> <p>(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</p> <p>(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</p> <p>(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</p> <p>(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</p> <p>(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.</p> <p>*Applicants of any nationality are welcome to apply.</p>
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) *Must be on campus during the regular semester (Spring and Fall) and the repeating courses sessions, which are offered two weeks in August and two weeks in February.
Work Hours	Monday to Friday 8:50-17:00 & 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	<p>Salary: Monthly salary ¥320,000 (first year)</p> <p>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.</p> <p>*The first bonus of the first year will be prorated based on the numbers of calendar days after the commencement of assignment.</p> <p>*The English Instructors position is designated as a teaching position, not a researcher position. However, instructors are able to receive a fund (for the purpose of improving the quality of their classes and education) from Rikkyo University called Grant-in-aid. A Researcher Number will not be provided by the university.</p>
Holiday	<p>Sundays</p> <p>National Holidays</p> <p>Special University Holidays</p> <p>Summer, Fall, Winter and Spring breaks</p> <p>*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.</p>
Paid Holiday	10 days for the first year

Application Document	<p>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 attachment.</u> No other formats will be accepted.</p> <ol style="list-style-type: none"> 1. Cover Letter (Designated Form) 2. Rikkyo Formatted Curriculum Vitae (Designated Form) 3. Activity Plan and Rationale (Designated Form) 4. Academic Degrees (Submit photocopies) <ul style="list-style-type: none"> • Master's or your highest Degree • TESOL-related Certificates / Diplomas if applicable 5. Two (2) References (Designated Form) <ul style="list-style-type: none"> • Download the designated forms and forward a copy to each of your referees. • Referees must submit their completed form to us via email directly. <p>◆Download Rikkyo University designated forms on http://www.rikkyo.ac.jp/academics/undergraduate/zenkari/edc_faculty/recruitment/english/</p>
Place of Submission	<p>Submit Application Document Number 1. to 4. as e-mail attachments.</p> <p>Email: edc-recruit@rikkyo.ac.jp</p> <p>Have each referee submit Document Number 5. as e-mail attachment directly.</p> <p>Email: edc-recruit@rikkyo.ac.jp</p> <p>*When submitting the application documents, it must be to the attention of "Personnel Section, Center for English Discussion Class, Rikkyo University".</p>
Selection Procedure	<p>First Stage: Screening of application document (End of October)</p> <p>Second Stage: Model Teaching & Interview (November)</p> <p>*Tentatively, notification of official offer of employment is scheduled to be made by the end of January, 2017.</p>
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.