

# Rikkyo University

## Job Announcement for English Discussion Instructors

We are now recruiting for English Instructor positions to begin teaching from April 2019.

For more details, please visit our 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	English Discussion Instructor (Center for English Discussion Class)
Qualifications	<p>A person falling under either one of the following categories is eligible to be appointed as an English Instructor.</p> <p>(1) Holds an MA or higher degree in English Language Education (Applied Linguistics, TESOL, or in any related field)</p> <p>(2) Holds an MA or higher degree in another field, and:</p> <p style="padding-left: 20px;">(i) a half year of experience in teaching English as a second language at the university level; or</p> <p style="padding-left: 20px;">(ii) one year of experience in teaching English as a second language at a high school as a solo teacher; or</p> <p style="padding-left: 20px;">(iii) a CELTA (or equivalent)</p> <p>*Applicants of any nationality are welcome to apply.</p> <p><u>*Due to time restrictions, successful applicants must currently hold a valid working visa for Japan, or be a permanent resident of Japan.</u></p>
Starting Date	April 1, 2019
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 Duty	<p>Teaching English Discussion Classes (14 lessons per week, including potentially substituting for absent instructors)</p> <p>*Depending on possible future adjustments to Rikkyo University's language program, the above duty is subject to change.</p>
Work Days	<p>Monday to Saturday (6 days per week)</p> <p>*Must be on campus during the regular semester (Spring and Fall) and the repeating courses sessions, which are offered for one week in August and two weeks in February.</p>
Work Hours	Monday to Friday 8:40-16:50 & Saturday 8:40-12:50
Location	<p>Ikebukuro Campus (Tokyo) &amp; Niiza Campus (Saitama)</p> <p style="padding-left: 40px;">Monday: Ikebukuro Campus or Niiza Campus</p> <p style="padding-left: 40px;">Tuesday - Friday: Ikebukuro Campus</p> <p style="padding-left: 40px;">Saturday: Niiza Campus</p>
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 National Holidays Special University Holidays 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. Document Number 5 (references) must be submitted by each referee as e-mail attachment. No other formats will be accepted.</p> <p>◆Download the Rikkyo University designated forms on <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> <ol style="list-style-type: none"> <li>1. Cover Letter (Designated Form)</li> <li>2. Rikkyo Formatted Curriculum Vitae (Designated Form)</li> <li>3. Activity Plan and Rationale (Designated Form)</li> <li>4. Academic Degrees (Submit photocopies) <ul style="list-style-type: none"> <li>• Master's and your highest Degree</li> <li>• TESOL-related Certificates / Diplomas if applicable</li> </ul> </li> <li>5. Two (2) References (Designated Form) <ul style="list-style-type: none"> <li>• Download the designated form and forward a copy to each of your referees.</li> <li>• Referees must submit their completed forms to us via e-mail directly.</li> </ul> </li> </ol>
Place of Submission	<p>Submit Application Document Number 1 to 4 as e-mail attachments. Email: <a href="mailto:edc-recruit@rikkyo.ac.jp">edc-recruit@rikkyo.ac.jp</a></p> <p>Have each referee to submit Document Number 5 as e-mail attachment directly. Email: <a href="mailto:edc-recruit@rikkyo.ac.jp">edc-recruit@rikkyo.ac.jp</a></p> <p>*Submit all the application documents for the attention of "Personnel Section, Center for English Discussion Class, Rikkyo University".</p>
Selection Procedure	<p>First Stage: Screening of application document (Middle of January)</p> <p>Second Stage: Model Teaching and Personal Interview (Middle of January through end of January)</p> <p>*Tentatively, notification of official offer of employment is scheduled to be made by the beginning of March, 2019.</p>
Application Deadline	January 4, 2019 at 12:00 (noon), Japan Standard Time

※Please note the following;

- 1) Submit completed application documents by the deadline.
- 2) The Model Teaching & Interview will be held between Monday and Friday during regular work hours.
- 3) We do not disclose the reason for the rejection due to our policy.
- 4) We will keep your file on record up to one year from submission, after which they will be discarded appropriately.