Job Announcement for English Adjunct Lecturer

Center for Foreign Language Education and Research, Rikkyo University

Rikkyo University (Center for Foreign Language Education and Research) is seeking applicants for full-time contract teaching positions starting April 1, 2020.

For more details, please visit the following website: https://english.rikkyo.ac.jp/news/2019/dn4ddm0000001eg2.html

1. Position
   English Adjunct Lecturer

2. Minimum Qualifications
   Sufficient English ability to teach various university-level classes (All nationalities welcomed).
   Master's degree or Ph.D. in English Education, TESOL, Applied Linguistics, or a related field.
   At least one-year experience in teaching English at university level in Japan.
   At least one academic publication.
   A practical knowledge of Japanese.

3. Starting Date
   April 1, 2020

4. Conditions
   Full time. One-year contract renewable four times (up to five years total), contingent upon consideration of their necessity for educational purposes, work performance, and other relevant factors.

5. Duties
   Four-day week teaching load.
   Teach up to ten courses per semester, including office hours.
   Curriculum and material development, proctoring, and faculty development.

6. Location
   Office: Building #6, Ikebukuro Campus
Teaching: Ikebukuro Campus & Niiza Campus

7. Remuneration and benefits
   Based on Rikkyo University regulations.

8. Application materials
   1. CV in the Rikkyo format* with contact information (including telephone number and e-mail address)
   2. A hard copy of one academic publication.
   3. One letter of reference (with relevant contact information).

9. Submission
   Submit application materials number 1 to 3 either in Japanese or English by registered mail (kakitome) to
   Center for Foreign Language Education and Research, Preparatory Office c/o Center for the
   University-wide Curriculum, Rikkyo University
   3-34-1 Nishi-Ikebukuro, Toshima-ku, Tokyo 171-8501

   * Submission via e-mail is not acceptable and only CVs in Rikkyo format will be accepted.
   * Those selected in the first screening will be contacted by email to decide an interview date
     during the 2nd and 3rd week of June 2019.
   * Application materials cannot be returned.
   * For further information, contact Center for Foreign Language Education and Research,
     Preparatory Office (language-saiyo@rikkyo.ac.jp).

10. Application Deadline
    All the materials must arrive by Wednesday, May 22, 2019.