

Full-time English Lecturer at Showa Women's University (Subject: Skill Classes)

1. Position: English Lecturer (5-year contract, full-time, with possibility of tenure)

2. Number of Position: 1

3. Starting Date: April 1st, 2019

4. Job Description:

- (1) Teaching approximately seven 90-minute classes per week, including Society Today I/II, Culture Today I/II, Topics in English (Japan), Speaking and Listening IA/IIA, and Speaking and Listening IB/IIB, etc.
- (2) Other: Expected to actively participate in university or department administration work, mandatory meetings, annual four-day three-night programs with students from our department at our campuses in Chiba and Kanagawa, and other duties as required by the university, such as new curriculum development and working on the entrance examination

5. Qualification:

All the following qualifications and conditions must be satisfied.

- (1) The candidate must understand the rationale behind the foundation of Showa Women's University and be ready to carry out education in accordance with the school's educational principles.
- (2) Native-level English required
- (3) Required: Ph.D. in TESOL, TEFL, Linguistics, and/or a related field
- (4) Experience teaching EFL/ESL classes at the university level
- (5) Japanese ability sufficient for handling university-related administrative matters

6. Compensation: According to our university scale

7. Deadline (for receiving application): September 22nd, 2018 (Sat.)

8. Application Materials:

Documents required:

- (1) Curriculum Vitae with a recent photo attached and e-mail address included
- (2) List of publications
Notes: The applicants are advised to download the prescribed CV and list-of-publication forms from Showa Women's University's web site and follow those formats. The link to download:
https://univ.swu.ac.jp/sys/wp-content/uploads/eikomi_Skill-Classes_joukin.pdf
- (3) Copies or off-prints of three representative publications (besides master's thesis) with abstracts or short summaries
- (4) Statement of your goals and methods with regard to teaching at Showa Women's University (English, A4 1 page (about 400 English words), No set format)
- (5) Two letters of recommendation (including names and contact information of referees)
- (6) Future research plan (about 400 English words)

- * All the application materials you have submitted to us will only be used for the present recruitment.
- * Documents submitted with your application will not be returned, and will be discarded once the selection process has been completed. If you desire return of publications, please state this clearly and include a self-addressed stamped envelope.

9. Contact Address:

Application should be submitted to:

The Department of English Language and Communication

Showa Women's University

1-7-57, Taishido, Setagaya-ku, Tokyo 154-8533

* Please write "Application for Full-time Position (Skill Classes)" in red on the front side of the envelope, and send it by registered mail. Application by e-mail will not be accepted.

10. Selection process:

(1) Review of application forms.

(2) Interviews with those who have passed the first stage will be held at Showa Women's University Tokyo campus. As part of the interview, the candidate will be asked to perform a demonstration lesson. Travel expenses will not be reimbursed.

(3) The result will be emailed to applicants.

11. Where to make contact:

The Department of English Language and Communication, Showa Women's University

E-mail: showaELC@swu.ac.jp

* The title of the message should read: "Application for Full-time Skill Class Position."

* We do not respond to telephone inquiries.