

Part-time English Lecturers at Showa Women's University (Subject: Skill Classes)

- 1. Position:** English Lecturer (Part-time (Non-tenured), one year renewable contract)
- 2. Number of Position:** 4 (maximum)
- 3. Starting Date:** April 1st, 2019
- 4. Job Description:** Teaching Speaking and Listening IA/IIA, Speaking and Listening IB/IIB, Topics in English (Japan), and Society Today I/II classes
- 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: Master's Degree or above 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. Required Application Materials:**
 - (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 sites and follow those formats. The links to download:

https://univ.swu.ac.jp/sys/wp-content/uploads/eikomi_Various-Tues-Eng_hijoukin.pdf

https://univ.swu.ac.jp/sys/wp-content/uploads/eikomi_ST-Mon-Eng_hijoukin.pdf

https://univ.swu.ac.jp/sys/wp-content/uploads/eikomi_SLB-Thurs-Eng_hijoukin.pdf

https://univ.swu.ac.jp/sys/wp-content/uploads/eikomi_SLA-Tues-Eng_hijoukin.pdf

- (3) Copy or off-print of one representative publications (besides master's thesis) with an abstract or a short summary
 - * 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 Part-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 Part-time Skill Class Position."

* We do not respond to telephone inquiries.