

Soka University, World Language Center (Hachioji, Tokyo) Special Full-time Lecturer Position

Begin date: April 2018

INTERVIEWS TO BE HELD ON SUNDAY, SEPTEMBER 24, 2017

Announcement:

Job opening for a Special Full-time Lecturer at Soka University's World Language Centre

Background:

The World Language Center (WLC) is the communicative English course provider for Soka University, offering courses in general English communication, business English, EAP, ESP, and test preparation. Courses are offered at lower to advanced levels, and many of our courses are developed in collaboration with content faculty members in order to meet the specific needs of students in various fields.

Instructors who have experience teaching advanced level EAP/ESP English-only courses, lower level general communication courses, TOEFL/TOEIC test preparation courses, or ESP courses in the fields of Engineering / Science, Economics, Law, or Business Communication are encouraged to apply. Demonstrated administrative skills will also be highly regarded.

Position Description:

The responsibilities of the position include the following.

- Teaching undergraduate communicative English classes
- Some administrative duties, such as organizing student competitions and professional development workshops
- Conducting and publishing some research

Applicants should meet the following requirements.

Required

- Minimum of a master's degree
- Three years of university teaching experience
- Native-level English proficiency

Desirable

- Research publications
- Administrative experience

Contract Stipulations:

Salary is in accordance with the regulations of Soka University.

The position is a non-tenure track three-year contract, with a possibility of two three-year extensions for a total of nine years, dependent on recommendations by the WLC Human Resources Committee.

Special full-time lecturers attend campus three days per week. Full-time lecturers attend campus four days per week. Both are required to teach eight classes of 90 minutes per week, but have different research and administrative requirements.

Application and Selection Process:

Applicants should provide:

- Up-to-date resume and a cover letter
- Two letters of recommendation with names and contact details
- Samples of publications (if applicable)

These materials can be submitted preferably by email as attachments, or by regular mail (see the addresses below). Documents will not be returned.

Short-listed candidates will be informed between September 8-12

Interviews will be held on Sunday, September 24 on the campus of Soka University, Hachioji, Tokyo, will be scheduled between 10:00-3:00, and will take approximately 45 minutes. Candidates are responsible for all transportation costs to the interview.

Short-listed candidates will be informed of their specific interview time and location on or before September 19. Successful candidates will be informed by late October or early November, and will then meet with the university's President and Chairman of the Board of Trustees.

Contact details for application submission and enquiries:

Mr. Colin Rundle
WLC Assistant Director

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