

(Position Title)

Full-time Contract Lecturer at Soka University

(Position Summary)

The World Language Center requires an experienced TESOL professional to manage programs in its Self Access Center.

(Position Details)

The Position:

The World Language Center (WLC) provides communicative language programs for Soka University, offering courses in general English communication, test preparation, ESP, many foreign languages, and a variety of self-access programs.

We currently require an experienced TESOL professional with a strong background in at least some of the following: self-access management, self-access facilitation, organizing student study groups, student counselling.

The position will mainly manage programs in the Self Access Center, including discussion forums and consultation centers for writing, test-taking, and study skills. The position also involves teaching various classes.

Address:

Soka University
1-236 Tangi-machi, Hachioji, Tokyo 192-8577

Number of positions:

One

Starting date:

April 2019

Qualifications:

- (1) Master's or PhD in TESOL or a related area
- (2) Three years of university teaching, preferably in self-access management or facilitation
- (3) At least three publications
- (4) Other administrative experience would be highly regarded.
- (5) Non-Japanese applicants should possess sufficient Japanese proficiency to perform daily administrative tasks (preferably JLPT level 2 or higher)

Compensation:

- (1) Salary: In accordance with Soka University's Salary regulations.

- (2) Social Insurance: "The Promotion and Mutual Aid Corporation for Private Schools of Japan"(Health insurance, Employee's Pension, Nursing care Insurance), Employment Insurance, and Workers' Accident Compensation Insurance
- (3) Tax: Residence tax (local tax) and income tax (national tax)
- (4) Working days: 4 days per week during semester.
- (5) Contract: 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.

Application:

1. Materials. The following application materials should be submitted by email as attachments. Hardcopy documents may be submitted, but will not be returned.

- (1) Updated resume
- (2) Cover letter
- (3) Names and contact details of three references
- (4) Copies of three publications

2. Selection Process

- (1) Short-listed candidates will be informed on September 24-25
- (2) Interviews will be held on Sunday, September 30 on the campus of Soka University, Hachioji, Tokyo, between 10:00 and 15:00, and will take approximately 45 to 60 minutes.
- (3) Candidates are responsible for all transportation costs to the interview.
- (4) The selected candidate will be informed by early November, and will then meet with the university's President and Chairman of the Board of Trustees before final confirmation.

(Application Deadline)

21 September 2018

(Submission of Application)

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