

## **Part-time English Teaching Positions Sophia University Junior College Division**

The Department of English at the Sophia University Junior College Division in Hadano, Kanagawa, has 2-3 openings for part-time teachers for the 2018 academic year, starting April 2018. The school is looking for native speakers of English or English speakers with near-native fluency for the positions.

### **Duties and Responsibilities:**

1. Teach two courses per semester maximum, such as a required, integrated English course and an elective English skills course (Travel English, Workplace English, etc.). For each course, there will be two 90-minute sessions per week on Mondays and Thursdays or Tuesdays and Fridays.
2. Carry out administrative duties related to course instruction.

### **Contract Specifications:**

1. A one-year contract, renewable upon mutual agreement.
2. Beginning date: April 1, 2018. (Orientation session for teachers: early April. Start date of classes: early April.)
3. Pay: In accordance with Sophia School Corporation guidelines.

### **Applicant Requirements:**

1. Native speaker of English or an English speaker with near-native fluency.
2. Master's degree in TESOL, Communication, Linguistics, Literature, or a related field.
3. College / university level teaching experience.
4. Preferably academic publications / conference presentations in a specialized field.

### **Application Materials:**

Current curriculum vitae, including a list of academic publications / conference presentations, and a cover letter.

### **Application Procedure:**

1. Send CV, with list of academic publications / conference presentations, and cover letter to:

Chair, Academic Affairs Committee  
Sophia University Junior College Division  
999 Kamiotsuki Sannodai  
Hadano-shi, Kanagawa Prefecture  
257-0005

2. Short-listed applicants will be interviewed in early- or mid-October.

### **Application Deadline:**

Applications must be received by October 1.