

Position opening for a par-time instructor in Academic English Program at School of
Global Studies, Tama University

Title	Position opening for a part-time instructor in Academic English Program
Name of institution	Tama University
Institution URL	www.tama.ac.jp
Department	School of Global Studies (SGS)
Institution type	Private university
Introduction of the institution (background of the recruitment)	The School of Global Studies, Tama University is aiming to give students both English communication skills and problem solving skills strongly required in a global society. We invite applications for one part-time instructor to teach Speaking skill in the 1st and 2nd periods on the mornings of Mondays and Thursdays (4 classes a week).
Content of work	Teaching English Speaking skill in AEP requires thus: 1) Teach Speaking skill to freshmen at lower-intermediate level in C Class. 2) Teach English mostly in English, but explain what is taught in Japanese when it is necessary.
Research field	TESOL, English Linguistics, Applied Linguistics
Job type	Lecturer (part-time)
Rank	Part-time (1-year contract).
Work area	Kanagawa Prefecture, Kanto
Address	Engyo 802, Fujisawa City, Kanagawa
Number of positions	1
Qualifications	(1) An academic researcher who has a master's degree in TESOL or relevant field. Previous teaching and research experience at the university level is preferable. (2) A lecturer whose first language is English and second one is Japanese is preferable. In the event the first and second languages are other than those two, English and Japanese language proficiencies enough to work at a bilingual environment are mandatory. Meetings are

	<p>conducted in Japanese and/or English. Japanese proficiency is required to carry out administrative tasks.</p> <p>(3) Arrive on campus at least 15 minutes early and stay on campus until 12:30 in case students would like to ask questions in the classroom or in the instructor's office.</p>
Compensation package	TBD in accordance with Tama University Work Rules
Application deadline	Monday, 6th January 2020 (completed application packet must arrive)
Starting date	April 1st, 2020
Application (and mailing address)	<p>(1) CV (Form_1) with applicant's photo (30mm × 40mm) attached. Contact information (address, phone number, e-mail address) must be clearly written on the application.</p> <p>(2) List of publications and research/teaching achievements (in Form_2).</p> <p>(3) Statement of Intent for Application (no set format)</p> <p>(4) Submit 3 copies of books/articles from the list of publications and research</p> <p>(5) List and copies of language proficiency reports:</p> <p>① For candidates whose first language is English … Certificate of Japanese language proficiency</p> <p>② For candidates whose first language is neither English nor Japanese … Certificates of English and Japanese language proficiency (photocopy of the certificates are acceptable)</p> <p>(6) A certificate or copy of final degree</p> <p>【mailing address】</p> <p>" School of Global Studies, Tama University 802 Engyo, Fujisawa, 252-0805, Japan. Attention: Dean William Shang"</p> <p>※Please mark "Application for a part-time instructor in AEP" in red on the envelope and submit the applications via registered post.</p> <p>※Submitted documents will not be returned in principle.</p>
Accompanying document	<p>https://jrecin.jst.go.jp/seek/SeekJorDetail/Form_1.xls?fn=99&id=D119120652&ln_jor=0&seqNo=1</p> <p>https://jrecin.jst.go.jp/seek/SeekJorDetail/Form_2.xls?fn=99&id=D119120652&ln_jor=0&seqNo=2</p>
Selection process	Shortlisted candidates will be contacted to schedule interviews in about one to three weeks after the deadline (no fees will be provided for

	hotel/transportation).
Contact information	Personnel Management, SGS, Tama University (sgs-hr@tama.ac.jp)