

December 11, 2017

**Part-time English teaching positions available at
The University of Electro-Communications**

JOB DESCRIPTION:

The English department of the University of Electro-Communications, a national science university in Chofu, Tokyo, is seeking candidates for part-time teaching positions from April 1, 2018. The positions are renewable on a yearly basis by mutual agreement.

JOB DETAIL:

Teach a 1st year undergraduate English course in Academic Written English (on Fridays) in the Spring (starting in April) and Fall (starting in October) semesters. In addition, part-time teachers are expected to work cooperatively in a coordinated English program and participate in faculty development activities of the English department.

QUALIFICATIONS:

- (1) Completion of a Master's degree in TESOL (preferred), or other relevant areas.
- (2) Teaching experience at university or college for at least one year.
- (3) Publication of at least two refereed academic papers.
- (4) Advanced proficiency in English and ability to teach through English.
- (5) Working proficiency in Japanese required to deal with administrative requirements of the university.

SALARY AND BENEFITS:

In accordance with the part-time teaching rate of the university.

APPLICATION MATERIALS:

- (1) Resume in English, detailing: Personal background information, qualifications, relevant work experience, presentations, publications (indicate whether they are refereed or not) or other academic research activities.
- (2) Electronic copies of two refereed publications.
- (3) Names and contact details of three referees.

SELECTION PROCESS:

Decisions will be made on a rolling basis, and only short-listed candidates will be contacted for an interview at the end of December or early January.

CONTACT:

Send application materials by email to Suwako Uehara at englishpersonnel@bunka.uec.ac.jp. In the subject heading, please type "Application" followed by the applicant's name.

Deadline: Wednesday, December 27th, 2017

Website: http://www.uec.ac.jp/eng/news/job_opening/