

February 19, 2019

**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, 2019. The positions are offered for one year only.

JOB DETAIL:

Teach an undergraduate English course in Academic English for the 2nd year, Academic spoken English (on Tuesdays) and/or Academic Written English for 1st years (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 (include University name, department and course titles), 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.
- (4) In the body of the email, indicate teaching availability on Tuesdays and Fridays (e.g. Tuesday mornings; Friday afternoons).

SELECTION PROCESS:

Decisions will be made on a rolling basis, and only short-listed candidates will be contacted for an interview in February or early March 2019. We therefore encourage applicants to submit their applications at the earliest possible opportunity.

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: March 1st 2019.

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