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/