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, invites applications for part-time teaching positions from April 1, 2021. The positions are offered for one academic year only, however, renewable positions on a yearly basis by mutual agreement may become available later in the year.

JOB DETAIL:
Teach an undergraduate English course in Academic English for the 2nd Year (on Tuesdays and/or Saturdays), 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). 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.

SELECTION PROCESS:
Early submission is recommended as hiring is conducted on a rolling basis. Only short-listed candidates will be contacted for an interview starting late-October to mid-November. Applications will be accepted past the deadline until positions are filled.

CONTACT:
Send application materials by email to Suwako Uehara at englishpersonnel@bunka.uec.ac.jp. In the subject heading type “Application” followed by the applicant’s name.

Deadline: Sunday, November 1, 2020
Website: http://www.uec.ac.jp/eng/news/job_opening/