



**Global Teaching Fellow/Lecturer
Tokyo International University**

Tokyo International University (TIU), located in the greater Tokyo area, is seeking qualified applicants to teach in the Global Teaching Institute (GTI). The purpose of GTI is to bring undergraduate students in contact with a diverse English-speaking faculty that will engage them in practical English communication skills through a variety of language-learning and culture-related topics. Fellows teach a variety of courses including: 1st and 2nd year required skill-based classes, and English for academic-purposes (EAP).

Job responsibilities include teaching 15 hours per week per semester spread across 5 days (9:10am to 6:00pm). Courses are assigned a standardized curriculum with required textbooks. Fellows are also expected to hold three 90-minute advising sessions per week in the English Plaza, develop curricula and materials, and attend departmental and coordinator meetings. Fellows also assist with recruitment including TIU Open Campus sessions and high school visits throughout the year.

All appointments will be made for an initial two-year contract, renewable two times upon mutual agreement. The remuneration package includes salary of 5,250,000 yen per year, health insurance, pension, commuting allowance, relocation stipend and housing support for international transfer and research fund allowance.

For more information about GTI and TIU, please see the links below.

GTI Introduction video: <https://www.youtube.com/watch?v=F3T8Rk2ICzo>

English PLAZA video: <https://www.youtube.com/watch?v=F4cGkpUi96w>

E-Track Program video: <https://www.youtube.com/watch?v=cWhJsRkLTIo>

GTI Official Website: <https://tiugti.com/>

TIU welcomes passionate applicants who meet the following requisites:

- Experience teaching in EFL or ESL programs, collaborating in a collegiate environment on education materials and on-going curriculum development at the university level,
- Excellent communication skills and,
- Hold a master's degree in a relevant field, e.g., SLA, SLT, TESOL or Applied Linguistics with clear evidence of coursework and relevant capstone, thesis or

dissertation.

The application deadline will be **October 20, 2018** for April 1, 2019 start.

Qualified applicants should submit the following documents:

1. Letter of application
2. Curriculum Vitae (CV)
3. Statement of teaching philosophy
4. List of courses previously taught
5. Contact information for two current references
6. Scans or photocopies of all certificates and diplomas at the undergraduate and graduate-level received

Please email all materials to the address listed below.

Email: gtfrecruit@tiu.ac.jp

Global Teaching Institute

c/o Global Talent Acquisition Department

- Please note that we will respond only to those who pass the initial document screening.
- Only candidates accepted for interviews will be notified.
- Those using these e-mail accounts (@hotmail, @msn, @live, @outlook) may experience difficulty receiving e-mails from the university, so please kindly provide an alternative address if possible.
- Please be advised that we will not return your application documents and that these documents will be used only for selecting a qualified candidate.
- Please note that the selection process may end prior to the stated deadline. Applicants are therefore encouraged to apply early.

NOTES:

Employer will assist with relocation costs for international transfer.

Additional Salary Information: health insurance, pension, commuting allowance, research fund allowance provided