

Job Opening
Tokyo University of Agriculture and Technology

1. Outline

Tokyo University of Agriculture and Technology (TUAT), a national university corporation in Tokyo, is seeking a full-time English instructor, starting on April 1, 2019. The applicant should be a native or native-like speaker of English, who is highly qualified in teaching English as a foreign language and devoted to teaching in an English language program for science and engineering students.

2. Workplace

Tokyo University of Agriculture and Technology, Fuchu Campus (3-5-8, Saiwaicho, Fuchu-shi, Tokyo) and Koganei Campus (2-24-16, Nakacho, Koganei-shi, Tokyo)

3. Number of positions and working conditions

Number of positions: Full-time English instructor, 1

*There is the possibility that the designation of Associate Professor or Lecturer may be used after employment.

Working hours: 38 hours and 45 minutes (full time)

There will be the possibility of very occasional work outside of regular hours, including evenings and holidays.

Term of employment: From April 1st, 2019 to March 31st, 2022.

*There will be an initial trial period, generally of three months duration.

* There is the possibility to renew the contract only once (for an additional two-year period).

*After completing the five-year contract, if the university deems, there is the possibility of continuing employment under a new contract.

4. Responsibilities

The instructor's responsibilities include teaching English courses (discussion, presentation, writing, reading and English for academic purposes) for undergraduate students, plus communication courses for graduate students. Other important duties include developing the English language program, contributing to the process of preparing and grading the university's English entrance examinations, and holding office hours to assist students as needed.

5. Qualifications

The applicant should be/ have:

- (1) a native or native-like speaker of English
- (2) a Master's degree (or above) in TESOL/TEFL or related fields
- (3) teaching experience at university level
- (4) enthusiasm to teach English to science and engineering students
- (5) the abilities to perform duties required by the English entrance examinations committee

* Working proficiency in spoken Japanese is required.

6. Starting date

April 1, 2019

7. Term of employment

- (1) Office hours, break, overtime work

Discretionary working week (seven hours 45 minutes per day, five days per week)

- (2) Holidays

Holidays on Sundays, Saturdays, national holidays, May 31, from December 29 to January 3, annual leave, compassionate leave, special leave, and sick leave

- (3) Basic wage

Monthly salary of 640,000 yen or higher (according to educational background, years of relevant experience)

- (4) Various allowances

Commutation allowance, housing allowance, entrance examination allowance, midnight shift allowance (paid upon the condition that the University's requirements for payment are satisfied)

- (5) Bonus

Unavailable

- (6) Insurance

Workmen's compensation insurance, unemployment insurance, cooperative association, and welfare annuity insurance

8. Application materials

- (1) Curriculum vitae with photograph and email address
- (2) A list of publications, presentations or achievements. Two major academic publications, or teaching materials that demonstrate educational achievements, should be attached (photocopies are acceptable).

- (3) An essay stating the applicant's teaching philosophy and any particular contributions that the applicant can make to the English program at TUAT (approximately 500 words on A4 sized paper)
- (4) Two letters of reference
- * Application materials will not be returned and will not be used for any other purposes.

9. Deadline for application

Application materials must arrive no later than Friday, January 11, 2019

(No email applications will be accepted.)

10. Selection process

Shortlisted candidates will be invited for an interview and to make a short presentation, which will be held on Sunday, February 17, 2019 (No travel expenses will be reimbursed.)

Regrettably, we will be unable to reply to questions concerning the screening process.

11. Application materials should be sent to:

Educational Support Office

Tokyo University of Agriculture and Technology,

3-8-1 Harumi-cho, Fuchu-shi, Tokyo

183-8538, JAPAN

* Application materials must be enclosed in an envelope marked with the heading "Application Materials for Teaching Position" in red and sent to the above address by registered mail.

* Application materials will not be returned.

12. Inquiries

Murakami (Ms.)

email: kkikaku [A] ml.tuat.ac.jp (replace "[A]" with @)

phone : 042-367-5545

fax : 042-367-5557

URL: <http://www.tuat.ac.jp/en/index.html> (English)

<http://www.tuat.ac.jp> (Japanese)