

Adjunct Lecturer (English) Contract Position

Applications are invited for the following position at Ferris University:

1. Position: Adjunct Lecturer (English)
2. Field of Specialty: English Education
3. Subject: English
4. Main duties: Supporting part-time faculty, teaching and managing language classes in charge, selecting and editing common textbooks, supporting language learning outside of regular classes, attending and participating in related committees, and other duties as requested by the President and Director of the Center for the Liberal Arts.
5. Starting date: April 1, 2024
6. Term: 3-year contract. May renew the contract once for 2-years if deemed necessary.
7. Workload: 4 days per week (Wednesday is required), 38 hours per week including 20 hours of teaching (10 classes).
8. Location: Ryokuen campus
9. Remuneration: Salary (first year main salary): 299,000 yen or 339,400 yen, with bonus and other benefits, with salary increase (April 1 of each year)
Insurance: Promotion and Mutual Aid Corporation for Private Schools of Japan, Employment insurance, Worker's accident insurance.
10. Qualifications: (1) Master's degree or equivalent in TESOL, applied linguistics, or related fields.
(2) At least two years' experience of teaching English in a Japanese university or junior college (by starting date).
(3) Any nationality. Sufficient Japanese proficiency for conducting administrative duties is desirable.
(4) A native English speaker, or a non-native English speaker who has abilities to teach courses in English (overseas experience preferred).
(5) Christian (Protestant), or an understanding of the fact that Ferris is a Christian university.
11. Documentation: (1) Curriculum vitae (Specified format, a picture must be attached).
※No need to fill out your family information.
(2) List of research publications (Specified format)
Please download the forms from the link below.
<http://www.ferris.jp/saiyo/index.html>
(3) Certificate of the highest degree earned (copy).
(4) A one-page, A4-size document that summarizes "How you can contribute to English education at Ferris University."
(5) Others (submission is optional)
Textbooks, syllabus drafts, class questionnaires, reports/papers, class videos, etc. that you have prepared and that showcase your English teaching experience may be submitted.
12. Deadline of Application: Applications must arrive by November 10, 2023.

13. After screening of the documents, you will be invited for an interview.
- ※During the selection process, we may request an interview or demonstration lesson in person or using a videoconferencing system (ZOOM).
 - ※Applicants will be notified of the results of the document screening and interview one month after the screening.
14. Address: Send applications by registered mail to:
- Ferris University (c/o General Affairs Office) 4-5-3
Ryokuen, Izumi Ward, Yokohama, Kanagawa 245-8650
- (Mark the envelope in red “Adjunct Lecturer (English) Application” and send by registered mail. Documents submitted will not be returned.)
- ※Send it by a traceable method similar to registered mail is also acceptable.
15. Enquiries: Any queries should be addressed to the General Affairs Office of Ferris University.
Tel: 045-812-8211

<p>The personal information you have submitted will be used only in the selection process. If you are selected, that information will be retained for the employment process.</p>
