

**Institute of Technologists (Department of Mechanical and Production Engineering)  
is currently hiring for part-time teaching positions starting in Autumn 2021**

Institution: Department of Mechanical and Production Engineering, Institute of Technologists

Position: Part-time instructor of English

Number of Positions: 1-2

Content of Work: Each position involves teaching two to six 100-minute classes per week, including English communication class, TOEIC Preparation, Business Communication and English in Technology, one to two day(s) per week (Monday and / or Tuesday). All classes are conducted “online” (There is some cases that IOT will ask you to come to the University and conduct classes “in-person” for e.g. final examination or others.

Qualifications: 1) Applicants must be a native speaker of English.  
(or Native speaker English competence)  
2) The ideal part-time instructor candidate would have:  
\*Master’s degree in TESOL, Linguistics, Applied linguistics or in related fields.  
\*experience and interest in teaching academic English including English communication, Business English (TOEIC preparation) and English in Technology.  
\*interest in teaching within coordinated program  
\*at least two-year experience of teaching university-level (or junior-college and High school) English Language  
\*some academic achievements (publications, academic conference presentations)  
\*knowledge of another discipline (Technology) would be an advantage  
\*working level knowledge of Japanese language is desirable  
\*(important) the experience of conducting “Online lectures in English,” and the knowledge of Zoom, Google Meet, creating online classes.

★ Applicants must have a valid visa

Date of employment: September 2021 – March 2022 (renewable upon mutual agreement)

## Application materials:

Applicants are required to send application materials by post (registered mail)

- (1) Cover letter
- (2) CV / resume (indicate your first language) with a recent photo  
(Please include your email address)
- (3) Details of Professional experiences
- (4) A list of publications and conference presentations
- (5) Brief essay on teaching philosophy (Please include your idea of teaching English for undergraduate students in the field of Technology) and and experience of teaching English classes “online (500 words maximum)
- (6) Photocopies of current visa

Applications are not returned and will be discarded appropriately.

[Where to send application materials]:

Email: k\_doi \* iot.ac.jp

(Please change \* mark to @ before sending a mail)

土井香乙里 (Kaori Doi)

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★Please write 「英語非常勤講師応募書類 (Application Materials (Part-time English Instructor))」 as a title of the email.

★Treat of Personal Information:

The personal information submitted will be used only in the selection process

Deadline of submission of application: July 20<sup>th</sup>, 2021

Selection Process: Evaluation of submitted documents, interview and a mock-lesson online (Zoom or Google Meet).

The selection will be based on evaluation of submitted documents, an interview and a demo-lesson. Only successful candidate will be contacted to arrange an interview and a demo-lesson by e-mail (by late July).

Date for interview and demo-lesson: Late July – early August

Applicants will be accepted by mid August.

Contact Details: Email: k\_doi \* iot.ac.jp

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Department of Mechanical and Production Engineering,

Institute of Technologists 333 Maeya, Gyoda, Saitama 361-0038

Notes:

Salary is based on Institute of Technologists Regulations on Part-time Instructors.

Travel allowance for public transportation is additionally provided for “in-person” style classes.

Additional information: For further information about Institute of Technologists, see the website ( [http:// www.iot.ac.jp/](http://www.iot.ac.jp/) )