

# International Christian University

## English for Liberal Arts Program, College of Liberal Arts

### Announcement of Teaching Position in English for Liberal Arts Program

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| Outline                      | <p>International Christian University (ICU) is a private, bilingual university that provides a first-class liberal arts education to a culturally and religiously diverse international student community. ICU's educational mission is based on Christian and democratic principles. ICU has approximately 3,000 students and over 150 faculty members from Japan and overseas. The university is located on a wooded campus in the suburbs of Tokyo.</p> <p>We are pleased to announce an open search for a full-time teaching position (contractual appointment) in English for Liberal Arts Program (ELA). <b>The candidate must be a <u>native speaker of Japanese</u> who has the ability to teach courses in English.</b></p> <p>The ELA is an English language program with both content-based and skill-based instruction that incorporates issues related to the College of Liberal Arts (International Studies, Humanities, Education, Social Science, and Natural Science). It places special emphasis on developing critical thinking and academic writing skills, and improving overall English skills of first- and second-year students. The successful applicant is expected to teach RCA (Reading and Content Analysis), AS (Academic Skills) and RW (Research Writing) in the ELA.</p> |
| Department/<br>Program       | English for Liberal Arts Program (ELA)  |
| Rank & Title                 | Instructor by Contractual Appointment   |
| Employment                   | Full-time   |
| Term of<br>Employment        | The initial contract is for three years, with the possibility of consecutive employment of up to 10 years in total.   |
| Employment<br>Conditions     | <ol style="list-style-type: none"><li>1. Salary: in accordance with ICU employment regulations.</li><li>2. Allowances: available, in accordance with ICU employment regulations (e.g. commuting allowance).</li><li>3. Working hours: in accordance with ICU employment regulations.</li><li>4. Social insurance: coverage by Promotion and Mutual Aid Corporation for Private Schools of Japan (PMAC), workers' compensation, etc.</li></ol>   |
| Number of<br>Positions       | 1   |
| Qualifications               | <ol style="list-style-type: none"><li>1. <b>A native speaker of Japanese who has the ability to teach courses in English.</b></li><li>2. Master's degree or above in TESOL/TEFL or related field.</li><li>3. At least three years' English teaching experience at the university level.</li><li>4. An understanding of the purpose of ICU as expressed in the following statement from the University Regulations:<br/>"The purpose of the establishment of ICU is to create an academic culture to share the values of freedom based on a devout Christian spirit and to foster well-educated democratic citizens who have an internationally recognized high degree of sophistication and public morals."</li><li>5. Evidence of scholarly work related to language teaching is desirable.</li></ol>  |
| Deadline for<br>Applications | Applications must arrive at the address written below no later than May 14, 2021. (The deadline may be extended until an appropriate candidate is found.)   |
| Starting Date                | April 1, 2022   |

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| Selection Process          | <ol style="list-style-type: none"> <li>1. Apply for the position online.<br/><a href="https://business.form-mailer.jp/fms/f82f5e3289623">https://business.form-mailer.jp/fms/f82f5e3289623</a></li> <li>2. <b>After you have applied online, send all the application materials</b> by mail as described below.</li> <li>3. In mid-June 2021, short-listed candidates will be invited to an interview and to give a model lesson.</li> </ol>   |
| Notification of Decision   | Applicants will be notified by email.  |
| Application Materials      | <ol style="list-style-type: none"> <li>1. Curriculum Vitae (Click the link to download).<br/><a href="#">[download]</a></li> <li>2. List of Academic Publications (Do not send actual publications until requested. Copies of three main publications will be requested from candidates who are selected for an interview.)</li> <li>3. Names and contact information of three academic referees (Three letters of recommendation will be requested from candidates who are selected for an interview.)</li> <li>4. A cover letter in English describing why you are applying for the position</li> <li>5. "Statement of Purpose" outlining the applicant's view of English language teaching within the context of a liberal arts education. (A4 size, 1~2 page essay in English)</li> <li>6. A copy of B.A., M.A., and/or Ph.D. diploma</li> </ol> <p>An application package with all necessary materials should be sent by registered mail to:</p> <p>Mr. Ged O'Connell<br/> Director, English for Liberal Arts Program<br/> International Christian University,<br/> 3-10-2 Osawa, Mitaka, Tokyo 181-8585, JAPAN</p> <ul style="list-style-type: none"> <li>● Write "<b>Application for Position (ELA: RCA)</b>" on the envelope.</li> <li>● <b>In addition to sending the application materials, you <u>must</u> complete the online application.</b></li> <li>● No email applications will be accepted</li> <li>● Submitted application materials will not be returned.</li> <li>● Personal information will be treated with confidentiality.</li> </ul> |
| Contact Address            | 3-10-2 Osawa, Mitaka, Tokyo 181-8585, JAPAN  |
| Contact Person             | Mr. Ged O'Connell  |
| Position of Contact Person | Director, English for Liberal Arts Program   |
| E-mail                     | <a href="mailto:ela-search@icu.ac.jp">ela-search@icu.ac.jp</a>   |
| Attached Files             | N/A  |
| Additional Information     | For inquiries, please use the above email address.   |