

Learning Advisor Position Advertisement
Kanagawa University, Minato-Mirai Campus

4-5-3 Minatomirai, Nishi-ku, Yokohama-shi, Kanagawa, 220-0012, JAPAN

Application Deadline: March 7, 2022, 16:30PM.

Starting date: 1 April 2022

Position title: 非常勤助手 (*Hijoukin joshu* part-time assistant)

Wage: ¥2,000/hr. Transportation allowance will also be paid.

Hours: Part-time, 20 hrs./week preferred but fewer hours are negotiable depending on candidate's availability.

Duties:

The learning advisor will work as “conciierge” of the Language Commons (LC) to direct users to appropriate resources and answer their questions about LC and language learning. The advisor will also suggest ways for learners to set achievable personal learning goals and maintain study plans. Duties will also include promoting events such as invited speakers and workshops, developing and organizing language learning materials, and assisting to host tours of the facilities for students and external visitors.

Qualifications and experience:

Experience advising students on study skills or ideally second language learning and/or English language teaching experience is essential. ELT qualifications (including CELTA, Trinity TESOL) are preferred. The position would suit current students or recent graduates of MA TESOL programs looking to gain experience of student advising and self-access learning center management. Ability to work well within a team and willingness to take part in paid training sessions. Friendly and supportive manner to encourage learners to take up self-access language learning opportunities.

The position is open to candidates of all backgrounds and nationalities, but they must be a proficient user of both English and Japanese. Please do not apply if you are not comfortable giving learning advice in Japanese as well as English.

Non-Japanese nationals must be resident in Japan with the valid working visa. Please do not apply if you are not 1) currently resident in Japan or 2) a Japanese national.

Application process:

Please send the following documents by email to the below address by **March 7, 16:30PM**.

Applications received after the deadline or which do not include all documents will not be considered.

1. A CV/resume in English in any format but including photo, details of work experience and education and training, evidence of English and Japanese proficiency, and residence/visa status in Japan.
2. A cover letter stating your reason for applying for the position and what you hope you can bring to our new self-access learning facilities.
3. (If applicable) scanned copies of teaching certificates or graduate degrees (e.g. CELTA, MA TESOL) which are relevant to the position.

Interviews (bilingual English and Japanese) will be held in late February/early March.

Contact:

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