

## POSITION ANNOUNCEMENT

**Kanazawa Institute of Technology**  
Ishikawa, Japan



<b>POSITION</b>	Instructors to teach English as a foreign language to non-English majors at the college level in the Essential English Center
<b>QUALIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. Advanced or native English proficiency</li> <li>2. Advanced or native Japanese proficiency preferred</li> <li>3. M.A. in TEFL, Linguistics, Education, or related field</li> <li>4. Work experience in education at the university level</li> </ol>
<b>PERIOD OF EMPLOYMENT</b>	<p>Two-year contract beginning April 1, 2025</p> <p><i>*Further extension of employment is dependent on the staffing needs of the college and the instructor's performance.</i></p> <p><i>*Maximum period of employment: five years</i></p>
<b>SALARY</b>	Salary details will be disclosed during the interview.
<b>BENEFITS</b>	<ol style="list-style-type: none"> <li>1. One-way transportation to Kanazawa and return fare on completion of contract</li> <li>2. Shipping allowance</li> <li>3. Health/dental insurance for employee and dependents</li> <li>4. Commuting allowance for those living 2+ kilometers from campus</li> </ol>
<b>DUTIES</b>	<ol style="list-style-type: none"> <li>1. Teach between 10 to 12 100-minutes classes per week depending on the contract the successful applicant chooses.</li> <li>2. Contribute to course planning and materials development.</li> <li>3. Participate in and help administer extra-curricular activities.</li> <li>4. Attend staff meetings and employee functions.</li> </ol>
<b>SUBMISSION MATERIALS</b>	<p><b>Please email the following materials by August 31, 2024:</b></p> <ol style="list-style-type: none"> <li>1. Cover letter</li> <li>2. CV</li> <li>3. Two confidential letters of recommendation</li> </ol> <p><i>*Applications that do not include all of the above materials will not be considered.</i></p> <p><i>*Recommendation letters (in English or Japanese) must be sent directly from the referee to the email address below. PDF or Word files are acceptable.</i></p> <p><i>*Only successful applicants will be contacted to arrange an interview.</i></p> <p><i>*Following the first interview, successful applicants will be asked to conduct a teaching demonstration during a second interview.</i></p> <p><i>*Application materials will not be returned.</i></p> <p><b>Contact:</b></p> <p><b>kiteec@mlist.kanazawa-it.ac.jp</b></p> <p>The Hiring Committee Essential English Center Kanazawa Institute of Technology 7-1, Ohgigaoka, Nonoichi, Ishikawa 921-8501 JAPAN</p>

Interviews will be conducted via Zoom.

Kanazawa Institute of Technology is a private four-year university with approximately 6,200 undergraduates and 500 graduate students.