

## 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 September 16, 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>*Contract is renewable one time, for a maximum period of employment of five years.</i></p>
<b>SALARY</b>	¥ 5,000,000 – 6,000,000 depending on the contract the applicant chooses.
<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 up to 12 100-minute classes per week depending on the contract the 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 February 14, 2025:</b></p> <ol style="list-style-type: none"> <li>1. Cover letter</li> <li>2. CV</li> <li>3. Link to a 15 to 20-minute video demonstration of recent classroom teaching (mock teaching situations / on-demand / Zoom lessons are all acceptable)</li> <li>4. Two confidential letters of recommendation (Word or PDF file)</li> </ol> <p><i>*Letters of recommendation must be sent directly from the referee.</i></p> <p><i>*Applications that do not include all of the above materials will not be considered.</i></p> <p><i>*Only successful applicants will be contacted to arrange an interview.</i></p> <p><i>*Application materials will not be returned.</i></p> <p><b>Contact:</b></p> <p><b><a href="mailto:kiteec@mlist.kanazawa-it.ac.jp">kiteec@mlist.kanazawa-it.ac.jp</a></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.