

POSITION FOR INSTRUCTOR OF ENGLISH AS A FOREIGN LANGUAGE (April. 2025)

The Language Center in the Organization for Academic Affairs, **Kwansei Gakuin University**, invites applications for a **full-time position** of Instructor of English as a Foreign/Second Language (IEFL) to teach in undergraduate and graduate courses, starting on **April 1st, 2025**.

The employment contract is for one year, and is renewable for up to five years total by mutual agreement. However, for applicants who have worked at Kwansei Gakuin within six months prior to April 1st, 2025, the term of contract may be restricted according to the "Rules and Regulations for Term Limits on Fixed-term Employment Agreements."

The mandatory retirement age of Kwansei Gakuin University is 65 for an Instructor of English as a Foreign Language (IEFL).

Applicants should have a **Master's degree** in TESOL or Applied Linguistics, as well as relevant teaching experience. Native/near-native English proficiency is required, and professional working proficiency in Japanese is preferable. Interested applicants should submit the following documents **on the JREC-IN Portal by Friday, August 30th, 2024. E-mail or postal submissions will not be accepted.**

- 1) A resume/CV*
- 2) A list of publications and presentations with an abstract for each (100-150 words)
- 3) At least one letter of recommendation
- 4) A copy of the applicant's diploma
- 5) A written statement of the applicant's views on teaching and career objectives (500-800 words)
- 6) Copies of two major research articles published in academic journals

Please save each application document as a PDF file and upload them in one zip file through the JREC-IN Portal. For application procedures, please refer to the JREC-IN Portal website.

Interview:

Short-listed candidates will be invited to an interview conducted via Zoom on **Saturday, October 5th, 2024**.

Contact:

Language Center in the Organization for Academic Affairs, Kwansei Gakuin University

E-mail: lc_recruit2024@kwansei.ac.jp

Inquiries should be made by **e-mail only**.

Details of the job:

The Language Center provides small-group English courses consisting of 25 or fewer students in the “Intensive English Program (IEP)” and “Introductory English” both taught by native/near-native English speakers.

Instructors will work in a team situation under the supervision of experienced faculty. Teaching load includes a maximum of 10 classes, each 100 minutes long per week each term. Additional duties are limited to no more than 10 hours per week. Special between-term courses will also be held. Non-class duty hours between semesters will be no more than 15 hours per week.

For further details of the IEP, please visit our webpage at:

<https://www.kwansei.ac.jp/education/language/center>

Annual salary and Life Design Allowance & Benefits:

Approx. ¥5,200,000

Health insurance (Private School Mutual Aid)

Employment insurance

Worker’s accident compensation insurance

Research subsidies and conference travel subsidies are in line with university policy.

Kwansei Gakuin University is a private institution founded on Christian principles in 1889. Therefore, each hired individual is expected to support the principles of Christian education.

* Kwansei Gakuin University verifies employees’ history of being subject to disciplinary action or other punitive measures for reasons such as sexual harassment and sexual violence, in accordance with a notice by the Director-General of the MEXT Higher Education Bureau regarding the promotion of initiatives to prevent sexual violence, including sexual harassment, which was issued on September 29, 2023. Therefore, if you have previously been subject to disciplinary action for reasons such as sexual violence, please be sure to include the details of the disciplinary action and the specific reasons for it in the "Awards and Penalties" section of your resume. If you are found to have seriously falsified your track record in some way, such as misrepresenting your history of disciplinary action, you will be subject to revocation of employment or dismissal on disciplinary grounds.