

Kwansei Gakuin University:

A Full-time Instructor at School of Economics

NISHINOMIYA, JAPAN: Hiring for **April, 2024**, one full-time Instructor of English, one-year contract (renewable for up to five years total by mutual agreement) to develop English language programs, teach English, and conduct related service and language research at the **School of Economics, Kwansei Gakuin University**. Kwansei Gakuin University is a private school founded on Christian principles with an enrollment in its fourteen schools of over 23,000. Applicants should have a **Master's degree** in Applied Linguistics, TESOL or related field and relevant teaching experience. **Native speaker competence in English is required** and fluency in Japanese is strongly preferred. Class size will vary with assigned activities, but the usual class will have thirty to forty students. Instructors will carry **a maximum of 10 classes of 100 minutes** a week each term with other duties at the School of Economics limited to around ten hours per week. Special between-term courses will be held but duty hours will be not more than 15 hours per week. Remuneration is in yen according to the pay scale for full-time university faculty at Kwansei Gakuin University. Health insurance is partially subsidized, but utility expenses are borne by the teacher. Personal research allowances and travel funds for in-service meetings are in line with university policy. The annual salary is approx. 5,200,000 yen (before tax). Terms of employment is mentioned above, but for applicants who have/had worked at Kwansei Gakuin within six months prior to April 1, 2024, the term of contract may be restricted according to "Rules and Regulations for Term Limits on Fixed-term Employment Agreements." Interested applicants should send by post (electronic submissions will not be accepted) a letter of application with **resume and the specified materials (items 1-4) to arrive by May 31, 2023** to:

**The IEFL personnel committee
School of Economics,
Kwansei Gakuin University
1-1-155 Uegahara, Nishinomiya, Japan 662-8501
Phone: 0798-54-6204 Fax: 0798-51-0944
From Overseas: 81-798-54-6204 Fax: 81-798-51-0944
E-mail: econ-iefl@kwansei.ac.jp
<http://global.econ.kwansei.ac.jp/>**

Screening Schedule:

May 31, 2023: By this date, applicants are requested to have submitted the following materials:

1. a resume/CV
 - *Applicants must use the standardized forms for their CV and a list of their educational and research achievements. The two forms can be downloaded from the website of Kwansei Gakuin University (https://www.kwansei.ac.jp/houjin/houjin_000676.html).
 - Candidates must be sure to include their current e-mail address with their CV.
2. two (or more) letters of recommendation

3. a copy of the applicant's graduate diploma and official transcript
4. a written statement of applicant's views on teaching and career objectives (1-2 pages)
5. a 5-10 minute digital recording (in video or audio format) of the applicant's actual teaching, to be sent when requested. Acceptable file extensions include: MP4 or MP3.

*As for item number 5, we will send applicants a link to upload the file via email as soon as possible after receiving their posted materials (items 1-4). This link may be sent after the posted due date of May 31, 2023. The final deadline for video or audio submissions will be June 3, 2023.

June 24, 2023: Interviews at Kwansei Gakuin University, Nishinomiya, Japan

Finalists' travel expenses and hotel stay for interviews will not be reimbursed. Resumes and other materials will not be returned. While we appreciate all applications and interest, we regret that only selected applicants will be notified.