

## POSITION FOR INSTRUCTOR OF ENGLISH AS A FOREIGN LANGUAGE (April. 2024)

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 in **April 1<sup>st</sup> 2024**.

The employment contract is for one year, and is renewable for up to five years total by mutual agreement. However, as for applicants who have/had worked at Kwansei Gakuin within six months prior to April 1<sup>st</sup> 2024, the term of contract may be restricted according to “Rules and Regulations for Term Limits on Fixed-term Employment Agreements.”

Applicants should have a **Master’s degree** in TESOL or Applied Linguistics, as well as relevant teaching experience. English native/near-native speaker is required and fluency in Japanese preferable. Interested applicants should submit the following documents **on JREC-IN Portal by Friday, September 15<sup>th</sup>, 2023**. **E-mail or post submissions will not be accepted.**

- 1) A resume/CV
- 2) A list of publications and presentations with an abstract (100 to 150 words) for each of them
- 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 submit all application documents to JREC-IN Portal.

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

### **Interview:**

Short-listed candidates will be invited to an interview conducted by Zoom on **Saturday, October 28<sup>th</sup>, 2023**.

### **Contact:**

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

E-mail: lc\_recruit2023@kwansei.ac.jp

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

**Details of the job:**

The Language Center provides small-group English courses which mainly consist of 25 or fewer students in “Intensive English Program” and “Introductory English” both taught by native/near-native English speakers.

Instructors will be working in a team situation under the supervision of experienced faculty, and carry a maximum of 10 classes of 100 minutes a week each term with other duties limited to no more than 10 hours per week. Special between-term courses will be held. Non-class duty hours between semesters will be no more than 15 hours per week.

**Annual salary and Life Design Allowance & Benefits:**

Approx. ¥5,200,000.

Health insurance are partially subsidized. Research subsidy and conference travel subsidy are in line with university policy.

Kwansei Gakuin University is a private school founded on Christian principles in 1889. Therefore each person hired will be expected to support the principles of Christian education.

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

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