

Title	2025 Momoyama Gakuin University Contract English Instructor of Language Center (General Education Organization)
Institution	Momoyama Gakuin University
URL	https://www.andrew.ac.jp/
Affiliation	Language Center
Institution type	Private university
Job overview	Contract Instructor of Language Center (General Education Organization) Several English teaching position available. (term-limited contract) Starting date : 1 st April 2025 Affiliation : Language Center Courses to be taught : Required English classes
Position	Full time (term-limited contract) Contracts are for one year, and may be renewed three times (with the final contract ending on 31 st March 2029) by taking into account the necessity of courses to be taught, the performance of duties, professional attitude, health, etc. Conditions are in line with university policy. Working hours : 5 days per week, 35 hours per week (actual working hours)
Employment period	Maximum until 31st March 2029
Place of work	1 – 1 Manabi-no, Izumi-shi, Osaka
Qualifications	A candidate that fulfills (1)~(3) below: (1) One of the following - Master's degree in TESOL/ TEFL/ TESL or other similar subject related to English education - Master's degree in a subject other than English education but related to English (2) Three or more years' experience of teaching in universities, or other higher education institutions in Japan, and the ability to teach, in English, all four macro-skills: speaking, listening, reading, and writing (3) For candidates whose first language is not Japanese, proficiency in Japanese equivalent to JLPT level N2 is preferable.
Duties	(1) Teach General Education English courses (10 classes per week and intensive classes during university vacations) and carry out other duties associated with those classes. (2) Plan, develop and manage curricula for English courses and carry out other duties associated with those courses. (3) Provide at least 2 office hours of study guidance for students each week, and plan and carry out extracurricular programs.

	<p>(4) Engage in other duties such as publicity for university admission, proofreading English documents etc.</p> <p>(5) Carry out other educational tasks as required by the General Education Organization Director and/ or the Language Center Director.</p>
Salary and conditions	<p>(1) Salary: [1st year 330,000 yen/month before tax; 2nd year 370,000 yen/month before tax; 3rd year 410,000 yen/month before tax; 4th year 450,000 yen/month before tax] , commuting allowance, and housing allowance [in line with university policy] and end-of-year bonus of 2 months' basic salary; *example of annual sum from previous year (salary + bonus + other allowances before tax) 1st year 4,991,000yen 2nd year 5,551,000yen 3rd year 6,111,000yen 4th year 6,671,000yen</p> <p>(2) Health and welfare: membership of Private Schools Mutual Aid (pension and health insurance), nursing care insurance, employment insurance, and workers accident compensation insurance</p> <p>(3) A computer and a desk are provided for each teacher.</p>
Closing date for applications	Applications must arrive no later than Tuesday, 10 September, 2024.
Application materials	<p>(1) Curriculum vitae in Japanese using the university's pro-forma <様式 1> *Handwritten applications will not be accepted.</p> <p>(2) List of up to three academic publications, with a summary of each <様式 2> Only TESOL/ TEFL/ TESL publications or others closely related to English education will be accepted. Summaries may be in Japanese (around 400 字) or English (around 200 words)</p> <p>(3) Application essay See (別紙資料 1) for details.</p> <p>(4) Names and contact details* of two references <様式 3> *Include the mailing address, phone number, email address, and relationship to the applicant of each reference.</p> <p>(5) Certificates to prove your Japanese language proficiency, if you have any. (Applicable only to candidates whose first language is not Japanese)</p> <p>※ Application pack (様式 1, 2, 3, 別紙資料 1) can be downloaded from the Following. https://www.andrew.ac.jp/gakuin/recruitment/</p>

	<p>※ You may be asked to submit additional documents if it is deemed necessary.</p> <p>※ Shortlisted candidates will be informed by the end of September and required to submit the following before the interview:</p> <p>① degree diplomas/ certificates</p> <p>② copies of the academic publications listed in Application materials(2)</p>
Selection procedure	<p>Shortlisted candidates will be invited for an interview (including a mock lesson) held on a Saturday in early October.</p> <p>※ Travel expenses incurred by interviewees will not be reimbursed.</p>
Address for applications	<p>〒594-1198 Language Center, Momoyama Gakuin University, 1-1 Manabino, Izumi-shi, Osaka</p> <p>Applications should be sent by recorded delivery. Please mark the envelope in red, "Contract Instructor application". Materials will not be returned.</p>
Confidentiality	<p>Personal information included in application materials will not be used for any purpose other than selection and employment.</p>
Contact	<p>If you have any questions, feel free to write to 15saiyou@andrew.ac.jp .</p>