

[Urgent] Job Announcement for English Adjunct Lecturer  
(Center for Foreign Language Education and Research, Rikkyo University)

1. Number of positions

A small number of English Adjunct Lecturers' positions

2. Conditions

Full time. One-year contract renewable four times (up to five years total).

3. Location

Office: Center for Foreign Language Education and Research, Ikebukuro Campus

Teaching: Ikebukuro Campus and Niiza Campus

4. Starting date

April 1, 2023

5. Duties

- 1) Four-day week teaching load (Monday through Saturday).
- 2) Teach up to ten courses per semester, including office hours.
- 3) Curriculum and material development, proctoring, and faculty development.

6. Minimum qualifications

- 1) Sufficient English ability to teach various university-level classes (All nationalities welcomed).
- 2) Master's degree or Ph.D. in English Education, TESOL, Applied Linguistics, or a related field.
- 3) At least one-year experience in teaching English at university level in Japan.
- 4) At least one academic publication.
- 5) A practical knowledge of Japanese.

7. Remuneration and benefits

Based on the rules of Rikkyo University.

For reference (AY2021 results): First year salary 5,637,000 yen (the amount is before various deductions. Annual salary system. No bonus or retirement allowance), professional development fund 150,000 yen per year.

8. Application materials

1) Rikkyo CV (Word format)

- Use Rikkyo CV and no other formats will be accepted.
- Must include contact information (including telephone number and email address).
- Download the Rikkyo CV, Sample - Rikkyo CV and follow the instructions to complete the CV.

- Complete the application materials either in Japanese or English.
- 2) ID photo (either JPEG, PNG, GIF format)
- 3) One academic publication (PDF format)
- 4) Certificate of your highest degree (PDF format)
- 5) Interview Availability Sheet (Excel format)

#### 9. Application process

Fill in the required information in the Google form below and submit the application documents 1) to 5). A Google account is required for submission, so those who do not have it should obtain one.

<https://forms.gle/eJJKrP8zUoavSbjTA>

• Those selected in the first screening will be contacted via email by Tuesday, February 21. The interviews are scheduled to be held via Zoom between Friday, February 24 and Tuesday, February 28.

#### 10. Submission deadline

**All materials must arrive no later than noon on Friday, February 17, 2023.**

#### 11. Contact information

Center for Foreign Language Education and Research, Rikkyo University

Email: [fler-saiyo@rikkyo.ac.jp](mailto:fler-saiyo@rikkyo.ac.jp)

\*Depending on your work history at Rikkyo University, the maximum number of years you can work in this position you are applying for may change. Please contact us if you wish to confirm.

Download the documents from here: <https://english.rikkyo.ac.jp/news/2023/dn4ddm0000004rsd.html>

#### Notes:

\*During the screening process, we may ask for additional materials.

\*Personal information in the application documents will be used only for selection purposes and not any other purposes.