

Job Announcement  
 Seikei Institute for International Studies  
 Full-Time Instructor (For University English Courses)

Hiring Organization	Employer	School Juridical Person Seikei Gakuen
	Representative	KOBAYASHI Ken, Chief Executive Director
	Industry	Education and Research
	URL	<a href="https://www.seikei.ac.jp/gakuen/">https://www.seikei.ac.jp/gakuen/</a>
Work Location	Institution	Seikei Gakuen (Seikei University)
	Department	Seikei Institute for International Studies
	Address	3-3-1 Kichijoji-kitamachi, Musashino-shi, Tokyo 180-8633
	Access	Take KANTO Bus from the North Exit bus terminal (No.1 or No.2) at Kichijoji Station. After approx. 5 mins., get off at Seikeigakuen-mae bus stop. Approx.15 mins. on foot from Kichijoji Station.
	URL	<a href="https://www.seikei.ac.jp/university/">https://www.seikei.ac.jp/university/</a>
Working Conditions	Working hours	Time necessary for the fulfillment of duties not exceeding 40 hours per week.
	Holidays	Sundays, National Holidays, New Year's Holidays, Other days determined by Seikei Gakuen
	Smoking policy	Smoking is prohibited on campus.
Employment Conditions	Hiring date	April 1, 2025
	Term of office	In principle, one year.(The contract may be renewed each year for a maximum of five years in total.)
	Probation period	None
	Job description	Successful candidates will be required to engage in English teaching and related research with a focus on developing communication skills at Seikei Gakuen, and in assisting with the administrative duties at the Institute. Successful candidates will be required to teach a standard number of classes (8 university classes per week) and perform other duties as assigned by the Institute Director. The candidate will be expected to be on campus 4 days per week.
	Research field	English education (TESOL) or related fields
	Subjects to teach	Courses in the Seikei Liberal Arts Curriculum (English and other related subjects.) <a href="https://www.seikei.ac.jp/university/education/culture.html">https://www.seikei.ac.jp/university/education/culture.html</a> Education for Academic and Global Learners in English (EAGLE) <a href="https://www.seikei.ac.jp/university/eagle/landing/#content03">https://www.seikei.ac.jp/university/eagle/landing/#content03</a>

	Qualifications	Degree holders of Master's level or higher preferred. Applicants should have a sufficient command of English to be able to teach lessons in English. Preference will be given to candidates who have teaching experience at university level or equivalent.		
	Job type	Associate Lecturer (Full-time)	No. of openings	Several openings
Compensation	Financial compensation	(1) Salary: ¥300,000 or ¥350,000 or ¥400,000 (maximum) per month based on experience (non-negotiable). (2) Transportation expenses: Those commuting over 2km each way will be paid the equivalent cost of a six month commuter pass in April and October (for a total of ¥300,000 each). (3) Allowances: Additional allowances will be paid for classes taught over the standard number of classes (4) Payday: 20 <sup>th</sup> of every month (5) Method of payment: Bank transfer (6) Tax deduction: Income tax, Resident tax, Social insurance premium (7) Yearly raise: In principle, none (8) Bonus: To be paid in accordance with the finances of the institution and individual work performance (Previous year's record: 1.0 month for summer bonus, 1.5 months for end of the year bonus). (9) Severance Pay: None		
	Research support	Annual individual research budget Shared office space Joint research project budget		
	Social insurance etc.	Social insurance: Health insurance: The Mitsubishi Health Insurance Society Pension: Promotion and Mutual Aid Corporation for Private Schools of Japan Employment insurance Industrial accident insurance		
	Additional benefits	Welfare services provided by The Mitsubishi Health Insurance Society and Promotion and Mutual Aid Corporation for Private Schools of Japan		

Application Process	Application materials	<p>The application must include the following materials in either English or Japanese (it is not necessary to submit them in both languages):</p> <ol style="list-style-type: none"> <li>1. CV and English teaching history/employment history Please use the designated format, which can be downloaded from the following URL: <a href="https://www.seikei.ac.jp/gakuen/target/recruit/university.html">https://www.seikei.ac.jp/gakuen/target/recruit/university.html</a> (Please include your email address. Recommendation letters are not required; however, you may include the contact details of up to two referees in the “Special Notes” section. Please do not use a font size smaller than 10 point.)</li> <li>2. Copies of all degree certificates and academic transcripts after high school</li> <li>3. An outline of your aspirations regarding teaching and research at Seikei University (Free format; approximately one A4 page)</li> <li>4. List of publications (Free format)</li> <li>5. Copies and abstracts of up to three main research papers or publications (PDF) (Free format; abstracts should be summarized in approximately one A4 page)</li> </ol> <p>*Applicants may be disqualified if the submitted documents are incomplete. *Although your application documents will not be returned to you, the application information will be appropriately managed by the Institute.</p>
	Application deadline	Monday, September 2, 2024 (Application materials must arrive by the deadline)
	Notice for submitting documents	All materials should be in one PDF file. Please name the file as “submission date_SurnameFirstname.pdf” (e.g. 20240901_SmithBriar.pdf) Please submit via JREC-IN Portal Web Application.
	Contact Information	e-mail <a href="mailto:siis-personnel@jim.seikei.ac.jp">siis-personnel@jim.seikei.ac.jp</a>
	Selection and Schedule	<p>After the initial screening of the application materials, short-listed candidates will be invited for an interview (including a mock lesson).</p> <p>[Schedule]</p> <ol style="list-style-type: none"> <li>1. Preliminary screening (application documents only) Results will be communicated by mid-October.</li> <li>2. Second screening (interview and mock lesson: in person) Expected to be held in person on Saturday, October 5<sup>th</sup>. (May be subject to change.)</li> <li>3. Third screening (interview: in person) Expected to be held between Tuesday, October 8 and Tuesday, October 15. Successful applicants from the second screening will be contacted individually.</li> <li>4. Final selection confirmation expected by mid-November.</li> </ol>
Notes	Note 1	Seikei University may recruit for part-time English instructors from November to March once this full-time position has been filled. Applicants hoping to apply for such positions also should indicate their interest in the appropriate space on their resume (please see the Japanese CV format). If they do, they will be automatically considered after November.

	Note 2	<p>For further information concerning the application and position, e-mail <a href="mailto:siis-personnel@jim.seikei.ac.jp">siis-personnel@jim.seikei.ac.jp</a>. Please include “Regarding SIIS full-time instructor position (English)” in the subject line. Enquiries by phone will not be accepted.</p> <p>*Please note that the University will be closed on certain dates in August; therefore, it may take some time for us to reply.</p>
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