

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	https://www.seikei.ac.jp/gakuen/
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	JR Chuo Line, Sobu Line or Keio Inokashira Line, Kichijoji Station
	URL	https://www.seikei.ac.jp/university/
Working Conditions	Working hours	Time necessary for the fulfillment of duties not to exceed 40 hours per week.
	Holidays	Sundays, National Holidays, New Year's Holidays, Other days to be determined by Seikei Gakuen
	Smoking policy	Currently smoking is only allowed on campus in designated smoking areas, but the university is working towards implementing a campus-wide non-smoking policy.
Employment Conditions	Hiring date	April 1, 2023
	Term of office	The contract period shall in principle be up to one year until the end of March. (Subject to review, 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 full 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.) https://www.seikei.ac.jp/university/education/culture.html Education for Academic and Global Learners in English (EAGLE) https://www.seikei.ac.jp/university/eagle/landing/#content03

	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 per month based on experience, (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 paid for classes taught in excess of the standard number of classes (4) Payday: 20 th of every month (5) Method of payment: Bank transfer (6) Tax deduction: Income tax, Resident tax, Social insurance premium (7) Yearly raise: None (8) Bonus: To be paid in accordance with the finances of the institution and individual work performance (9) Severance Pay: None		
	Research support	Annual individual research budget Shared office space Joint research project budget		
	Social insurance etc.	Social insurance: The Mitsubishi Health Insurance Society (health insurance) Promotion and Mutual Aid Corporation for Private Schools of Japan (pension) 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). All documents should be in either Word, Excel or PDF format, and should be sent by email as attachments:</p> <ol style="list-style-type: none"> 1. CV and English teaching history/employment history For the CV, please use the designated format, which can be downloaded from the following URL: https://www.seikei.ac.jp/gakuen/target/recruit/university.html (Please include a photo and an 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.) 2. Copies of all degree certificates and academic transcripts 3. An outline of your aspirations regarding teaching and research at Seikei University (No specific format; approximately one A4 page) 4. A list of publications (No specific format) 5. Copies and abstracts of up to three main research papers or publications (PDF) (No specific format; approximately one A4 page) <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 5, 2022 (Application materials must arrive by the deadline)
	Notice for submitting documents	<p>All materials should be sent as attachments to the designated email address for application submission given below. If documents exceed 5MB in total, please send them in separate emails, each not exceeding 5MB in size. You should receive an acknowledgment of receipt within two weeks of submission. If you do not receive a confirmation email, please write to the inquiry email address given in the contact information below.</p> <p>Subject heading: Full Time Instructor (English) Recruitment: [name] Example: Full Time Instructor (English) Recruitment: Seikei Taro Application submission address: siis-recruit@jc.seikei.ac.jp</p>
	Contact Information	e-mail siis-personnel@jim.seikei.ac.jp

	Selection and Schedule	<p>After the initial screening of the application materials, short-listed candidates will be invited for an interview. Applicants may be required to give a presentation.</p> <p>[Schedule]</p> <ol style="list-style-type: none"> 1. Preliminary screening (application documents only) Results will be communicated by mid-October. 2. Second screening (interviews) <ol style="list-style-type: none"> a. Mock lesson: applicants must submit a 5-minute video of a mock lesson by October 6. Details regarding the content of the lesson and the submission process will be sent to applicants who successfully pass the preliminary screening. b. Interview: Interviews are expected to be held online on Saturday, October 8. 3. Third screening (interview) Expected to be held between Tuesday, October 11 and Monday, October 17. Successful applicants from the second screening will be contacted individually. 4. Final selection confirmation expected by mid-November.
Notes	Note 1	<p>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.</p>
	Note 2	<p>For further information concerning the application and position, e-mail siis-personnel@jim.seikei.ac.jp. 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> <p>https://www.seikei.ac.jp/gakuen/important/2022/12957.html</p>