

Soka University, World Language Center (Hachioji, Tokyo)
At least 1 Full-time Lecturer Position

Start date: 1 April 2025

Interviews to be held on: 29 September 2024

Application close: 13 September 2024

Announcement

Job opening for at least 1 full-time lecturer at Soka University's World Language Center

Background

The World Language Center (WLC) provides communicative language programs for Soka University Japan (SUJ), offering courses in general English communication, test preparation, ESP, and many foreign languages. It also boasts one of the largest self-access language learning centers in Japan.

<https://www.soka.ac.jp/en/wlc/>

We currently have at least one vacancy for a TESOL professional. The successful candidate will have extensive experience teaching a wide range of levels in courses such as 4-skills EAP, English for science, and general English. Expertise in and commitment to student-centered pedagogies, learner autonomy, and task-based or project-based learning are required. Experience and understanding of CEFR and humanistic education are also highly regarded.

Essential

- PhD or master's degree in TESOL or a related area
- at least three years of university classroom teaching
- at least three research publications

Desirable skills

- TOEIC, TOEFL, IELTS preparation
- Program management
- Quantitative research and statistics

Contract Stipulations

WLC full-time lecturers (equivalent to 専任講師 in the SUJ system) are employed on three-year contracts, with a possibility of two three-year extensions for a total of nine years, dependent on recommendations by the WLC Human Resources Committee. Note that these are not tenured or tenure-track positions.

Full-time lecturers attend campus four days per week and teach an 8-khoma equivalent load during semester. The fifth day is a designated research day.

- (1) Salary is determined according to Soka University's Salary regulations
- (2) Research Allowance is up to ¥430,000 annually
- (3) Commuting Allowance is provided according to Soka University's Salary regulations
- (4) Social Insurance is provided under "The Promotion and Mutual Aid Corporation for Private Schools of Japan" (Health insurance, Employee's Pension, Nursing care Insurance), in addition to Employment Insurance, and Workers' Accident Compensation Insurance
- (5) Residence tax (local tax) and income tax (national tax) are applied
- (6) Teaching load is eight 90-minute classes spread over 4 days per week during semester
- (7) There are two semesters of 15 weeks each
- (8) Classes at SUJ are offered between 09:00 and 18:05 on weekdays
- (9) While instructors have some discretion in choosing their class schedules, this position requires teaching two classes per week from 16:35 to 18:05

Application and Selection Process

Application materials

- (1) Cover letter in English.
- (2) A CV in English, including
 - (a) full name in both English and katakana
 - (b) date of birth and current address
 - (c) recent photo
 - (d) education, employment (indicate if jobs were full-time or part-time) , research (indicate which publications were peer reviewed), and other professional achievements or qualifications
 - (e) names, current positions, and contact details of three referees, at least one who has supervised you in a teaching position. We will contact them for confidential references if you are selected for an interview
- (3) One copy each of three publications

Selection Process

- (1) Short-listed candidates will be informed by 17 September 2024.
- (2) Interviews will be held on Sunday, 29 September between 10:00 and 16:00 using Zoom. Each interview will take approximately 45 to 60 minutes. Candidates are responsible for any costs incurred to participate in the interview.
- (3) The provided publications of short-listed candidates will be evaluated for relevance and rigor.
- (4) The successful candidate will be informed in November, and will then meet with the university's President and Chairman of the Board of Trustees before final confirmation.

Contact details

WLC Hiring Committee
wlcrecruit@soka-u.jp

- (1) Application materials must be submitted in English as attachments by email.
- (2) Hardcopy applications will not be accepted.
- (3) Please write 'WLC Full-Time Lecturer Application' in the subject line of the email.