

Soka University, World Language Center (Hachioji, Tokyo)
2 Full-time Lecturer Positions

Start date: 1 April 2022

Interviews to be hold on 26 September, 2021

Applications close: 12 September, 2021

Announcement:

Job opening for at least 2 Full-time Lecturers at Soka University's World Language Centre, Tokyo

Background:

The World Language Center (WLC) provides language programs for Soka University, 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.

We currently have at least two vacancies for Full-time Lecturers. One position requires a strong record in course management and test preparation (TOEIC, TOEFL, or IELTS). The other position requires experience in self access centers, especially supervising an English learning consultation service and staff; Japanese language skills are also highly regarded. Please note that these are senior positions for experienced TESOL professionals who are able to teach a wide variety of courses. It is also possible that an entry-level position may become available for a Special Full-time Lecturer.

Qualifications

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

- TOEIC, TOEFL, IELTS preparation
- Self-access learning, learner advising, learner autonomy
- Program management
- Task or project-based learning
- CEFR
- Quantitative research and statistics
- High level Japanese language skills

Contract Stipulations:

The Full-time Lecturers (契約専任講師 in the Soka University system) or a Special Full-time Lecturer (英語嘱託講師) will be employed on three-year contracts, with a possibility of two three-year extensions for a total of nine years, depending on recommendations by the WLC Human Resources Committee.

Full-time lecturers

- (1) Salary: According to Soka University's Salary regulations, based on qualifications, experience, and age.
- (2) Research Allowance: Up to ¥430,000 annually.
- (3) Attendance: 4 days per week, 8-khoma equivalent during semester
- (4) Commuting Allowance: According to Soka University's Salary regulations
- (5) Social Insurance: "The Promotion and Mutual Aid Corporation for Private Schools of Japan" (Health insurance, Employee's Pension, Nursing care Insurance), Employment Insurance, and Workers' Accident Compensation Insurance
- (6) Tax: Residence tax (local tax) and income tax (national tax)

Special Full-time lecturers

- (1) Salary: ¥4.5 million
- (2) Research Allowance: Up to ¥180,000 annually.
- (3) Attendance: 3 days per week, 8-khoma equivalent during semester

(4-6) As above.

Application and Selection Process:

Application materials

- (1) Cover letter in English, stating which position you are applying for.
- (2) A CV in English, including
 - (a) date of birth and current address
 - (b) education, employment, research, and other professional achievements or qualifications
 - (c) names, current position, and contact details of three people who have supervised you in a teaching or research situation. 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 20 September.
- (2) Interviews will be held on Sunday, 26 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) Selected publications of short-listed candidates will be evaluated for relevance and rigor.
- (4) Successful candidates will be informed in early January, and will then meet with the university's President and Chairman of the Board of Trustees before final confirmation.

Contact details

Assoc. Prof. Colin Rundle
WLC Assistant Director
rundle@soka-u.jp

- (1) Application materials must be submitted in English as attachments by email to rundle@soka-u.jp.
- (2) Please direct all enquiries about the positions or the selection process to Colin Rundle.