

玉川大学教員募集要項

求人件名	ELF(English as a Lingua Franca) lecturer (part-time) positions (玉川大学)		
部署・学部・学科名	Center for English as a Lingua Franca		
募集期間	2023/12/3	必着	
	備考	December 3 or when the position has been filled.	
採用人数	7名		
採用日・着任日	採用日	2024/4/1	着任日
			2024/4/1
研究分野	大分類	Humanities & Social Sciences	
	小分類	Linguistics	
機関の説明	Tamagawa University is seeking part-time instructors for its ELF (English as a Lingua Franca) program.		
学部等URL	https://www.tamagawa.ac.jp/celf/		
勤務地	6-1-1 Tamagawa Gakuen, Machida, Tokyo 194-8610		
職種	Lecturer (part-time)		
雇用形態	Part-timer		
契約期間	任期	あり	※試用期間なし
	期間	Part-time position (initial contract is effective until March 31, then one-year contract, renewable if the university deems it necessary, maximum of nine times.) The contract will not be effective after the year in which the employee reaches the age of 65.	
職務内容	<p>Teaching university-wide ELF classes. 1 class consists of 100 minutes (50 min X 2 periods). Available to teach up to 3 classes (100 min X 3 classes) from the time schedule below on Monday or Tuesday or Wednesday. Specific class schedule will be discussed in the interview. Monday, Tuesday, or Wednesday Periods 1 and 2 : 9:00-10:50 Periods 3 and 4 : 11:00-12:50 Periods 5 and 6 : 13:00-14:50 Periods 7 and 8 : 15:00-16:50 Periods 9 and 10 : 17:00-18:50</p> <p>*Includes a 10-minute break during class time. Each semester consists of 15 weeks of classes and a final examination. You are responsible for making up cancelled classes. Final examination is scheduled in the 16th week. In compliance with our academic calendar, classes may be held on Saturdays, Sundays and national holidays in order to secure 15 weeks.</p>		
賃金	"Monthly fee" for 50 minutes per class: 11,100 yen to 16,100 yen		
	説明	<p>Example: "Monthly fee" for teaching one class (100 minutes): 22,200 yen to 32,200 yen Monthly payment for 15 weeks of a 50-minute class will be paid over 6 months. 【Spring semester】 Monthly (unit price per class x number of classes) x 6 months (April, May, June, July, August, and September) 【Fall semester】 Monthly (unit price per class x number of classes) x 6 months (October, November, December, January, February, and March) However, if the number of classes taught in a semester is less than 15, the payment will be paid based on the amount of classes you had.</p>	
待遇	<p>【Transportation expense】 Transportation expense will be paid as same amount as when you use public transportataion even if you use your own car or other transportation method. 【Retirement】 The contract will not be effective after the year in which the employee reaches the age of 65.</p>		
加入保険	Workers' Accident Compensation Insurance		
待遇補足説明	<p>The measures against second-hand smoking in your workplace : No smoking on the premises (smoking area is set outside of the building)</p>		

応募資格	<ol style="list-style-type: none"> 1. Qualification: MA in TESOL, TEFL or Applied Linguistics 2. Expert user of English with an ability to conduct ELF classes in English for students with various levels of proficiency 3. Experience in teaching English at college level preferred 4. Experience in learning a second/foreign language to the advanced level 5. A substantial record of publications/conference presentations in ELT and/or related areas 6. A legal status to work part-time at a higher education institution (Japanese citizenship, permanent residency or a relevant visa)
応募書類	<p>Please send your application materials by registered mail. Application by e-mail will not be accepted.</p> <ol style="list-style-type: none"> 1. A cover letter indicating your teaching and research backgrounds as well as your understanding of English as a Lingua Franca. 2. CV: with photo, taken within the last 3 months. 3. Statement of Research Achievements: including activities conducted for professional or public organizations, publications (specify refereed or non-refereed), research papers and presentations in your area of research. 4. Statement of Pedagogical Achievements: including classroom related publications such as textbooks, teaching materials, or lectures. 5. A list of people who will act as referees. <p>Regarding the documents #2, #3 and #4, you may use Tamagawa University format which is available in the URL below. Your own format would also be acceptable for the application if it covers all the information indicated above, however, if you pass the document screening, in order to proceed to the interview stage, we will ask the applicants to fill out the #2, #3 and #4 documents in Tamagawa University format.</p> <p>Tamagawa University forms are available in the URL below. https://www.tamagawa.jp/introduction/person/university.html 履歴書 (Curriculum Vitae) < 指定様式 > 研究業績書 (Statement of Research Achievements) < 指定様式 > 教育業績書 (Statement of Pedagogical Achievements) < 指定様式 ></p> <p>Three supplemental information files(How to Fill out the Forms in Tamagawa University Format; List of Categories, Areas, Disciplines and Research Fields; and The Handling of Personal Information at Tamagawa University Faculties) are in the website. Please refer to the instructions indicated in the files and fill out the forms if you choose the university format.</p>
応募書類の返却	We will responsibly dispose all of your application materials after screening.
応募書類の提出方法	Send documents to: Center for English as a Lingua Franca, Tamagawa University, 6-1-1 Tamagawa Gakuen, Machida, Tokyo 194-8610
選考・結果通知	<p>We may ask candidates for additional materials if necessary. Successful candidates will be invited to an interview. Applicants are responsible for transportation expenses for interviews.</p> <p>The result of your application will be conveyed by email. All the application materials you have submitted to us will only be used for the present recruitment in accordance with our Privacy Protection Policy and will be discarded once the selection process has been completed.</p>
応募の問い合わせ連絡先	Center for English as a Lingua Franca, Tamagawa University, Tokyo e-mail: celf_recruit@tamagawa.ac.jp
備考	After an initial screening, your application will be kept until March 31st, 2024 for possible further openings. You will be invited for an interview when positions become available.