

教員公募フォーム

求人件名	ELF(English as a Lingua Franca) instructor (part-time) positions (玉川大学)		
機関名	Tamagawa University	機関URL	https://www.tamagawa.jp/
部署・学部・学科名	Center for English as a Lingua Franca		
機関種別	Private university		
求人内容	[機関の説明 (機関概要(設立年、資本金額、従業員数等)、事業内容の詳細、募集の背景、プロジェクトの説明等)]		
	Tamagawa University is seeking part-time instructors for its ELF (English as a Lingua Franca) program.		
	[仕事内容 (採用後の業務・職務内容、担当科目等)]		
	Teaching university-wide ELF classes. Classes are scheduled in 100 min x 2 classes x 2 days a week format. (Mon & Wed or Tue & Fri). 1) Mon & Wed: 9:00-10:50 and 11:00-12:50 2) Tue & Fri: 9:00-10:50 and 11:00-12:50 3) Mon: 13:00-14:50 and 17:00-18:50, AND Wed: 15:00-16:50 and 17:00-18:50 4) Tue & Fri: 13:00-14:50 and 15:00-16:50		
	[勤務地住所 (就業場所の詳細等)]	[募集人員 (職名・採用人数等)]	[着任時期 (採用日、着任日等)]
	6-1-1 Tamagawa Gakuen, Machida, Tokyo 194-8610	5名	2023/4/1
研究分野	日本語	英語【自動表示】	小分類が「その他」場合の内容
大分類	人文学	[Humanities]	
小分類	言語学	[Linguistics]	
職種	非常勤講師相当	[Lecturer (part-time)]	
勤務形態	<input type="radio"/> 常勤	* 教授・准教授は任期なし、ただし講師・助教の場合は任期あり (講師：5年、助教：5年)	
	<input checked="" type="radio"/> 非常勤	* 任期あり 雇用期間は、1年以内とします。大学が業務上必要と認めた場合には、学校法人玉川学園との契約が連続して10年を超えない範囲で更新することがあります。ただし、満65歳に達した年度の末日を超えることはありません。	
	Part-time position (initial contract is effective until March 31, then one-year contract, renewable, maximum of nine times.) The contract will not be effective after the year in which the employee reaches the age of 65.		
勤務地	Tokyo		
応募資格	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 ELF 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)		
待遇	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. Information about the salary is provided to applicants at the interview stage. [The measures against second-hand smoking in your workplace.] No smoking on the premises (smoking area is set outside of the building)		
募集期間	終了日	2023/2/17	必着
	コメント (省略可)	February 17th or when the position has been filled.	

<p>応募・選考・結果通知・連絡先</p>	<p>[応募書類、応募(提出)方法（郵送・メール添付・Web応募利用の詳細など）、送付先（住所・メールアドレス・Web応募URL等）]</p> <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> <p>Send documents to: Center for English as a Lingua Franca, Tamagawa University, 6-1-1 Tamagawa Gakuen, Machida, Tokyo 194-8610</p>
	<p>[選考内容（面接・選考の場所、選考方法、採否の決定など）]</p>
	<p>We may ask candidates for additional materials if necessary. Successful candidates will be invited to an interview.</p>
	<p>[結果通知方法、応募書類の返却可否等]</p>
	<p>The result of your application will be conveyed by email. Application materials will not be returned. 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>
	<p>[問い合わせ連絡先（担当者所属、役職、氏名、機関のメールアドレス及び、電話番号）] ※重要</p> <p>Center for English as a Lingua Franca, Tamagawa University, Tokyo e-mail: celf_recruit@tamagawa.ac.jp</p>
<p>備考</p>	<p>After an initial screening, your application will be kept until March 31st, 2023 for possible further openings. You will be invited for an interview when positions become available.</p> <p>Applicants are responsible for transportation expenses for interviews.</p> <p>We have added university name in Japanese in the job title section.</p> <p>We have updated the teaching time schedule in the Job description section.</p> <p>We changed the closing date for application on January 27th. (From January 31st 2023 to February 17th 2023)</p>