

**Part-time English teaching positions available at  
The University of Electro-Communications**

*JOB DESCRIPTION:*

The English department of the University of Electro-Communications, a national science university in Chofu, Tokyo, invites applications for part-time teaching positions from April 1<sup>st</sup>, 2024. The positions are offered for one academic year only, however, renewable positions on a yearly basis by mutual agreement may become available later in the year.

*JOB DETAIL:*

Teach an undergraduate English course in Academic Spoken English (on Tuesday afternoons), Academic Written English (on Friday afternoons), and/or Academic Written English for the night course (on Saturday afternoons) in the Spring (starting in April) and the Fall (starting in October) semesters. In addition, part-time teachers are expected to work cooperatively in a coordinated English program and participate in faculty development activities of the English department.

*QUALIFICATIONS:*

- (1) Completion of a Master's degree in TESOL (preferred), or other relevant areas.
- (2) Teaching experience at university or college for at least one year.
- (3) Publication of at least two refereed academic papers.
- (4) Advanced proficiency in English and ability to teach through English.
- (5) Working proficiency in Japanese is required to deal with the administrative requirements of the university.

*SALARY AND BENEFITS:*

In accordance with the part-time teaching rate of the university.

*APPLICATION MATERIALS:*

- (1) Resume in English, detailing: Personal background information, qualifications, relevant work experience (include University name, department and course titles), presentations, publications (indicate whether they are refereed or not) or other academic research activities.
- (2) Electronic copies of two refereed publications.
- (3) Names and contact details of three referees.

*SELECTION PROCESS:*

Early submission is recommended as hiring is conducted on a rolling basis. Only short-listed candidates will be contacted for an interview starting in late October or early November. Applications will be accepted past the deadline until positions are filled.

*CONTACT:*

Send application materials by email to Atsuko Marie Jeffreys at [englishpersonnel-ml@uec.ac.jp](mailto:englishpersonnel-ml@uec.ac.jp). In the subject heading type “Application” followed by the applicant’s name.

**Deadline:** Wednesday, October 25th

**Website:** [https://www.uec.ac.jp/eng/news/job\\_opening/](https://www.uec.ac.jp/eng/news/job_opening/)