

March 16th, 2024

**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 1st, 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),

Academic Written English (on Friday), and/or

Academic Written English for the night course (on Saturday afternoon)

in the Spring (starting in April) and Fall (starting in October).

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 academic papers (preferably refereed).
- (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:

10,400 yen per 90-minute *koma*. This amount includes preparing for class, scoring tests and assignments, communicating with students outside of class, and any other tasks related to the successful completion of this job.

APPLICATION MATERIALS:

- (1) Resume in English, detailing:
 - personal background information,
 - qualifications,
 - relevant work experience: please include
 - university name,
 - department name and
 - specific course titles
 - presentations,
 - publications (indicate whether they are refereed or not) or
 - other academic research activities
- (2) Electronic copies of two publications (preferably refereed)
- (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 in the last week of March. 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.
In the subject heading, type “Application” followed by the applicant’s name.

Deadline: Wednesday, March 27th, 2024

Website: https://www.uec.ac.jp/eng/news/job_opening/