

December 19th, 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, 2025. 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 [for first-year students]),

Academic Written English (on Friday [for first-year students]), and/or

Academic English for the Second Year (on Tuesday [for second-year students])

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 one 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. Résumé in English, detailing:
  - a. personal background information,
  - b. qualifications,
  - c. relevant work experience: please include
    - i. university name,
    - ii. department name and
    - iii. specific course titles
  - d. presentations,
  - e. publications (indicate whether they are refereed or not) and
  - f. 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. Applications will be accepted past the deadline until positions are filled.

*CONTACT:*

Send application materials by email to Atsuko Marie Jeffreys at <englishpersonnel-group@gl.cc.uec.ac.jp>.

In the subject heading, type “**Application**” followed by the **applicant’s name**.

**Deadline:** Wednesday, December 29th, 2024

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