



# Global Teaching Fellow Openings

(University Lecturer in Greater Tokyo Area)

Tokyo International University

## Overview

Tokyo International University (TIU), located in the greater Tokyo area, is seeking qualified applicants to teach as Global Teaching Fellows (lecturers) in the Global Teaching Institute (GTI). The purpose of GTI is to bring Japanese and international undergraduate students in contact with a diverse English-speaking faculty that will engage them in practical English communication skills through a variety of language-learning and culture-related topics. Lecturers teach a variety of courses including, for example: 1st and 2nd year required skill-based classes, English for academic purposes (EAP), and academic literacy for international students.

## Job Responsibilities

Job responsibilities include teaching 10 classes (1000 minutes) per week per semester spread across 5 days (8:45am to 5:35pm). Courses are generally assigned a standardized curriculum with required textbooks. Fellows are also expected to hold three 90-minute advising sessions per week in the Learning Commons / English Plaza, develop curricula and materials, and attend departmental and coordinator meetings. Fellows also assist with student recruitment including TIU Open Campus sessions and high school visits throughout the year as well as attend official university functions, such as graduation.

## Compensation and Benefits

All appointments will be made for an initial two-year contract, renewable two times upon mutual agreement. The maximum employment year is five years.

The remuneration package includes the following.

- Competitive Salary: 5,250,000 yen per year
- Generous benefits: health insurance (including dental and eye care), pension, commuting allowance, celebratory/condolatory allowances



- Research and professional development support: research funds (personal and group), shared office, individual work computer
- Assistance for international relocation: relocation stipend, housing support

## Additional Information

For more information about GTI and TIU, please see the links below.

- GTI Official Website: <https://tiugti.com/>
- GTI Introduction video: [https://youtu.be/15\\_7XZT5iJ8](https://youtu.be/15_7XZT5iJ8)
- English Plaza video: <https://www.youtube.com/watch?v=F4cGkpUi96w>
- E-Track Program video: <https://youtu.be/QeiYL2maENU>

Work Location:

Ikebukuro Campus

Address: 4-42-31 Higashiikebukuro, Toshima-ku, Tokyo, Japan 170-0013

Kawagoe Campus 1, in a quiet neighborhood in Kawagoe City, Saitama Prefecture, about 35 minutes by train from Tokyo

Address: 1-13-1 Matoba-Kita, Kawagoe-shi, Saitama, Japan 350-1197

Map to TIU Campus: <https://www.tiu.ac.jp/etrack/contact/map/>

In September 2023, we opened the Ikebukuro Campus. You may be assigned to teach in both Kawagoe and Ikebukuro, depending on the teaching schedule.

## Qualifications

TIU welcomes passionate applicants who meet the following requisites.

- Hold a master's degree in a relevant field, e.g., TESOL, Applied Linguistics, SLA, SLT, with clear evidence of coursework and relevant capstone, thesis, or dissertation.
- Have experience teaching at the university level in an EFL or ESL program while collaborating in a collegial environment on education materials and on-going curriculum development, and
- Have integrity and excellent communication skills



## How to Apply

Application Deadline: **November 30, 2024**

Official Employment Start Date: April 1, 2025

Qualified applicants should submit all of the following documents by Google Form.

1. Letter of application
2. Curriculum Vitae (CV)
3. Statement of teaching philosophy (at least 500 words recommended)
4. List of all courses previously taught (including class title, age/skill level)
5. Contact information for two current references
6. Scans of all certificates and diplomas at the undergraduate and graduate-level

Please register your information and all materials on the Google form below.

<https://forms.gle/5WzTdyaZEmLDMA9v7>

## Important Notes

- Submitted documents will be used only for selecting a qualified candidate.
- The evaluation of applicants and interviews will start by the beginning of September 2024.
- Due to the large number of applicants, we regret that we are unable to send a result notification to those not short-listed for an interview.
- Please note that the selection process may end prior to the stated deadline. Applicants are therefore encouraged to apply early.
- If there is any false information in your application materials, you may be subject to cancellation of employment or disciplinary action.
- If you have received disciplinary action due to harassment of a student in the past, please be sure to write down the details of the action and the specific reasons.

## About Tokyo International University

Tokyo International University was founded in 1965 with a focus on business and commerce, and upon earning accreditation from the Ministry of Education (MEXT) the college has grown into a private university that now encompasses five



undergraduate schools and four graduate schools. In addition, TIU has been sister schools with Willamette University in Salem Oregon since the school's founding, and has also developed deep relationships with other renowned universities across the globe.

Staying consistently true to its educational philosophy of "nurturing truly international-minded people," TIU is constantly expanding its practice-oriented international education. The University boasts a highly international learning environment: of TIU's approximately 7,000 students, roughly 1,700 are international students from over 90 countries around the world.