



# 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: 1st and 2nd year required skill-based classes, and English for academic purposes (EAP).

## Job Responsibilities

Job responsibilities include teaching 15 hours per week per semester spread across 5 days (9:10am to 6:00pm). 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 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 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://www.youtube.com/watch?v=F3T8Rk2IGzo>
- English Plaza video: <https://www.youtube.com/watch?v=F4cGkpUi96w>
- E-Track Program video: <https://www.youtube.com/watch?v=cWhJsRkLTlo>

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

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

Map to TIU Campus 1: <https://www.tiu.ac.jp/etrack/info/map.html>

## Qualifications

TIU welcomes passionate applicants who meet the following requisites.

- Experience teaching in EFL or ESL programs, collaborating in a collegiate environment on education materials and on-going curriculum development at the university level,
- Excellent communication skills, and
- Hold a master's degree in a relevant field, e.g., SLA, SLT, TESOL or Applied Linguistics, with clear evidence of coursework and relevant capstone, thesis, or dissertation.

## How to Apply

Application Deadline: **December 20, 2021**

Official Employment Start Date: April 1, 2022

Qualified applicants should submit all of the following documents by [e-mail](#).

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 e-mail all materials to the address listed below.

[gtf-recruit@tiu.ac.jp](mailto:gtf-recruit@tiu.ac.jp)

Global Teaching Institute  
c/o Human Resources Department  
Tokyo International University

### Important Notes

- We request that all application documents be send via e-mail and not by postal mail. Items that are sent through postal mail cannot be returned.
- These accounts may experience difficulty receiving e-mails from TIU: @hotmail, @msn, @live, @outlook. Please provide an alternative address if possible.
- Submitted documents will be used only for selecting a qualified candidate.
- 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.

### 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 beginning, 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 6,500 students, roughly 1,200 are international students from over 60 countries around the world.