



## Part-time Instructor teaching Academic Writing and/or Listening and Reading at Waseda University

Application deadline: June 23, 2024

### *Job Description*

*\*We are currently looking to hire instructors who can teach at Waseda University.*

#### **(a) Academic Writing at Waseda University, Tokyo (taught in person)**

Student Level: Intermediate or Advanced

No. of students: up to 20 students per class

Lesson: Fourteen 100-minute in person lessons per semester. The class is offered on Mondays, Tuesdays, Wednesdays or Fridays. Advantage if you are available on Mondays.

This credit course follows the standard the university semester of 14 weeks (one lesson per week). Instructors must be available to teach all 14 lessons in the semester. Instructors are also required to compile and submit class attendance and final grade records by a designated deadline.

#### **(b) Listening and Reading course at Waseda University (taught in person or online)**

Student Level: Basic, Intermediate and Advanced

No. of students: up to 20 students per class

Lesson: Fourteen 100-minute online lessons per quarter (for two quarters). The class is offered on a combination of Mondays and Thursdays or Tuesdays and Fridays.

This credit course follows the standard the university quarter of 7 weeks (two lessons per week). Instructors must be available to teach all 14 lessons. Instructors are also required to compile and submit class attendance and final grade records by a designated deadline.

### *Qualifications*

(a) Two years or more of relevant English for academic purposes (EAP) teaching experience (at a university-level institution is preferred)

(b) M.A. degree or equivalent (preferred)

### *Remuneration*

*\*applies to both (a) and (b)*

Roughly between 110,000 to 120,000 (+ grading fee) per class

Commuting expenses from residence to workplace reimbursed.

※ Limited express trains are not reimbursed.

※ Driving to work is prohibited.

### *Additional Information*

Work Location:

a) Waseda University

b) Waseda University or online

Starting date: 2024 Fall Semester

Term of employment: Sep 25<sup>th</sup>, 2024 – Feb 3<sup>rd</sup> 2025

Contract renewal limit: None

*How to apply (\*Application deadline: June 23, 2024)*

Please apply for this position through the below Google form:



<https://bit.ly/3UKh7HC>

The following need to be submitted with your application:

- (a) Curriculum Vitae (English)
- (b) A written statement of no more than 450-500 words in English highlighting and explaining an aspect of your CV or teaching experience you believe of particular importance or value.

**[Please note]**

(a) There will be a preliminary screening based on the documents submitted. Only successful applicants will be contacted for an online interview by the end of June, 2024.

(b) New EAP instructors need to attend course training, and all instructors are expected to participate in an EAP workshop prior to each semester. These are normally scheduled one or two weeks before the semester.

(c) The instructor will be provided with all course materials and training. The instructor will use only the provided course materials and be expected to follow any syllabi or lessons plans provided by Waseda University Academic Solutions.

**[Inquiries]**

If you have any questions, please contact the below email address: [hr-inquiry@w-as.jp](mailto:hr-inquiry@w-as.jp)

**[Company Information]**

Name: Waseda University Academic Solutions Corporation

Founded: August 2, 2004

Capital: 50 million yen

Shareholder: Waseda University Group Holdings Inc.

URL: <https://company.w-as.jp/information/>