



## **Part-time Instructor in Academic Writing and Listening and Reading, on campus in Ibaraki, Osaka and online**

Application deadline: January 11, 2023

### *Job Description*

*\*We are currently looking to hire instructors who can teach at both (a)the university in Osaka in person, and (b)the online classes at Waseda University.*

#### **(a) Academic Writing at a university in Ibaraki, Osaka (5 minutes from JR Ibaraki Station), in person lessons**

Student Level: Intermediate or Advanced

No. of students: up to 25 students per class

Lesson: Fifteen 90-minute in person lessons per semester. The class is offered in the morning (period 2 on Fridays)

This credit course follows the standard university semester of 15 weeks (one lesson per week). Instructors must be available to teach all 15 lessons and follow a prescribed syllabus for each course. 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, online lessons**

Student Level: Basic or Intermediate

No. of students: up to 20 students per class

Lesson: Fourteen 100-minute online lessons per quarter (for two quarters). The class is offered in the Tuesdays and Fridays period 3)

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.

**※The Listening and Reading course will only be offered to successful candidates for the Academic Writing position who are interested in the course.**

### *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)((a) is per semester, and (b) is per quarter)*

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) a university in Ibaraki, Osaka (5 minutes from JR Ibaraki Station)

b) online (courses are for Waseda University students, but are taught online remotely)



Starting date: 2023 Spring Semester

*How to apply*

*\*Application deadline: Wednesday, January 11, 2023*

Please apply for this position through the below Google form:  
<http://bit.ly/WASInstructorApplication>

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 January, 2023.
- (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: [wui-staff@w-as.jp](mailto:wui-staff@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://www.w-as.jp>