

Job Opening for Part-time English Instructor

We are looking for a native speaker of English who is interested in teaching university-level English classes on part-time basis offered by the English Education Development Center at Toyo Gakuen University.

Institution: Toyo Gakuen University, English Education Development Center (EEDC)

Type of Institution: Private university

District: Bunkyo-ku, Tokyo, Kanto/ Nagareyama, Chiba Prefecture, Kanto

Job title : Part-time teacher

Position and rank: Part-time (non-tenured), one year contract-based (renewable)

Number of positions: a few

Qualifications:

- A native speaker of English.
- Master's degree in TEFL/TESOL, English Literature, English Linguistics, Applied Linguistics (English), or other related academic areas.
- Experience in teaching in Japan, particularly at university level is preferable.
- Valid visa required.

Content of work:

- Working at either campus: Tokyo and Chiba.
- Teaching load of two to three 90-minute classes (mainly 1st year “Freshman English” classes, 2nd year compulsory and elective classes.)

Treatment: Salary and other benefits are in accordance with the university's regulations.

Place of work: Toyo Gakuen University
Hongo Campus: 1-26-3 Hongo, Bunkyo-ku, Tokyo 113-0033
or
Nagareyama Campus: 1660 Hiregasaki, Nagareyama-shi,
Chiba 270-0161.

Starting date: April 1, 2016

Deadline for applications: October 30, 2015

Application materials:

1. Cover letter
2. Curriculum vitae with a photograph
3. A list of publications indicating which are major works, and an offprint/photocopies of major work

*Please indicate "Part-time Instructor Application" on the envelope and send by registered mail.

*Application documents will not be returned. If you would like them to be returned, please enclose a return envelope or cash-on-delivery label.

Selection process: Short-listed candidates will be contacted for on-campus interviews by mid-November.

Where to make contact: The Personnel Department, Toyo Gakuen University, 1-26-3 Hongo, Bunkyo-ku, Tokyo 113-0033
Email: saiyo@of.tyg.jp (No phone inquiry accepted)

University URL: <http://www.tyg.jp/e/>