

# TESOL POSITION

**Position Vacant:** The School of Engineering, Kwansei Gakuin University (Kobe Sanda Campus) would like to invite applications for 1 full-time position (one year contract initially and renewable four times with mutual agreement) as Instructor of English as a Foreign Language (IEFL) beginning in April, 2024.

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| Institution                          | School of Engineering, Kwansei Gakuin University (private) located at Sanda City, Hyogo Prefecture   |
| Institution URL                      | <a href="https://www.kwansei.ac.jp/s_engineering">https://www.kwansei.ac.jp/s_engineering</a>  |
| Job type                             | <p>Instructor of English as a Foreign Language (IEFL)<br/>Full-Time position</p> <p>The employment contract is for one year, and is renewable for up to five years total by mutual agreement. However, as for applicants who have/had worked at Kwansei Gakuin within six months prior to April 1, 2024, the term of contract may be restricted according to “Rules and Regulations for Term Limits on Fixed-term Employment Agreements.”</p> <p>The retirement age is set at 65, allowing employees to renew their contracts annually until they reach the age of 65 within the academic year.</p> <p>The job title “Instructor” corresponds to the job type “Lecturer (full-time) level” at Kwansei Gakuin University.</p> |
| Number of positions                  | One position: beginning on April 1, 2024   |
| Deadline for applications & Schedule | <p>All application materials must be received by Wednesday, January 17, 2024.</p> <p>Short-listed applicants will be invited to an interview conducted on campus on Saturday, January 27. Interview notification will be given to qualified applicants via e-mail around January 24.</p>   |
| Qualifications required              | <ol style="list-style-type: none"><li>1. Native speaker competence in English</li><li>2. MA in TESOL, Applied Linguistics or a related field with experience in EAP/ESP training and/or teaching</li><li>3. Interest in teaching science-related English, and experience using computer and other audio-visual facilities (preferred)</li></ol>  |

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| Duties                            | <ol style="list-style-type: none"> <li>1. Preparing and teaching 10 classes of 100 minutes per week each term with other duties limited to no more than 10 hours per week.</li> <li>2. Non-class duty hours between semesters limited to no more than 15 hours per week.</li> <li>3. Attending and participating in regular English Department meetings (held in English)</li> <li>4. Some administrative jobs</li> </ol> <p>Note:<br/>As objectives and many materials are shared, a commitment to teamwork is essential.</p>   |
| Remuneration<br>& other subsidies | <ol style="list-style-type: none"> <li>1. Annual salary of approx. 5,200,000 yen (Salary raise: once a year)</li> <li>2. Payment for extra jobs as required by the School or University</li> <li>3. Individual research fund</li> <li>4. International return-trip economy air fare (one-way coming, and one-way returning after contract end) from home to Osaka</li> <li>5. Pension, unemployment insurance, health insurance (Health insurance is extended to dependents living in Japan.)</li> </ol>   |
| Application materials             | <ol style="list-style-type: none"> <li>1. Curriculum Vitae with your recent photo attached<br/>*Use the template attached, and refer to the instructions.</li> <li>2. Two referees' names, their affiliation and email address to be included in the CV (We may contact them before the interview.)</li> <li>3. A copy of applicant's degree diplomas or certificates</li> <li>4. Single copies of up to three publications and/or class projects that has been implemented in your class<br/>* Explain how long the project lasted and what objectives it aimed at, with feedback or comments attached if any.</li> <li>5. A statement of applicant's views on teaching and career objectives (800 – 1000 words)</li> </ol> <p>Notes:</p> <ul style="list-style-type: none"> <li>* Digital applications only.</li> <li>* Save each application document listed above as a separate PDF file and put everything in one zip file to upload via the JREC-IN Portal.<br/><a href="https://jrecin.jst.go.jp/seek/SeekJorDetail?id=D123111624">https://jrecin.jst.go.jp/seek/SeekJorDetail?id=D123111624</a></li> <li>* Applicants' privacy will be respected and submitted materials will not be used for any other purposes.</li> </ul> |

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| Enquiries | <p>tech-saiyo@kwansei.ac.jp</p> <p>Note:<br/>This email address is for enquires only. Application by email is NOT accepted. Please submit all application materials via the JREC-IN Portal.</p> |
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