

TESOL POSITION

Position Vacant: The School of Engineering and the School of Biological and Environmental Sciences, Kwansei Gakuin University (Kobe Sanda Campus) would like to invite applications for 2 full-time positions, respectively (initial one year contract and renewable four times with mutual agreement) as Instructor of English as a Foreign Language (IEFL) beginning in April, 2025.

Institution	School of Engineering, School of Biological and Environmental Sciences, Kwansei Gakuin University (private) located at Sanda City, Hyogo Prefecture
Institution URL	https://www.kwansei.ac.jp/s_engineering https://www.kwansei.ac.jp/s_bes
Job type	Instructor of English as a Foreign Language (IEFL) Full-Time position 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, 2025, the term of contract may be restricted according to “Rules and Regulations for Term Limits on Fixed-term Employment Agreements.” 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.
Number of positions	Two positions: beginning on April 1, 2025
Deadline for applications & Schedule	All application materials must be received by August 6, 2024. Short-listed applicants will be invited to an interview conducted on campus on Tuesday, September 10. Interview notification will be given to qualified applicants via e-mail around August 29, 2024.
Qualifications required	<ol style="list-style-type: none">1. Native speaker competence in English2. MA in TESOL, Applied Linguistics or a related field with experience in EAP/ESP training and/or teaching3. Interest in teaching science-related English, and experience using computer and other audio-visual facilities (preferred)

Duties	<ol style="list-style-type: none"> 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. 2. Non-class duty hours between semesters limited to no more than 15 hours per week. 3. Attending and participating in regular English Department meetings (held in English) 4. Some administrative jobs <p>Note: As objectives and many materials are shared, a commitment to teamwork is essential.</p>
Remuneration & other subsidies	<ol style="list-style-type: none"> 1. Annual salary of approx. 5,200,000 yen (Salary raise: once a year) 2. Payment for extra jobs as required by the School or University 3. Individual research fund 4. International return-trip economy air fare (one-way coming, and one-way returning after contract end) from home to Osaka 5. Pension, unemployment insurance, health insurance (Health insurance is extended to dependents living in Japan.)
Application materials	<ol style="list-style-type: none"> 1. Curriculum Vitae with your recent photo attached *Use the template attached, and refer to the instructions. 2. Two referees' names, their affiliation and email address to be included in the CV (We may contact them before the interview.) 3. A copy of applicant's degree diplomas or certificates 4. Single copies of up to three publications and/or class projects that has been implemented in your class * Explain how long the project lasted and what objectives it aimed at, with feedback or comments attached if any. 5. A statement of applicant's views on teaching and career objectives (800 – 1000 words) <p>Notes:</p> <ul style="list-style-type: none"> * Digital applications only. * 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. https://jrecin.jst.go.jp/seek/SeekJorDetail?id=D124061306 * Applicants' privacy will be respected and submitted materials will not be used for any other purposes. * Kwansei Gakuin University verifies employees' history of

	<p>being subject to disciplinary action or other punitive measures for reasons such as sexual harassment and sexual violence, in accordance with a notice by the Director-General of the MEXT Higher Education Bureau regarding the promotion of initiatives to prevent sexual violence, including sexual harassment, which was issued on September 29, 2023. Therefore, if you have previously been subject to disciplinary action for reasons such as sexual violence, please be sure to include the details of the disciplinary action and the specific reasons for it in the "Awards and Penalties" section of your resume. If you are found to have seriously falsified your track record in some way, such as misrepresenting your history of disciplinary action, you will be subject to revocation of employment or dismissal on disciplinary grounds.</p>
Enquiries	<p>tech-saiyo@kwansei.ac.jp</p> <p>Note: This email address is for enquires only. Application by email is NOT accepted. Please submit all application materials via the JREC-IN Portal.</p>