

## Associate Lecturer of English Position - Kwansei Gakuin University

The School of Policy Studies of Kwansei Gakuin University, located on the Kobe-Sanda Campus in Hyogo, Japan, invites applications for an Associate Lecturer of English (ALE) position, with a contract date commencing April 1, 2025. Contracts are for one year, renewable by mutual agreement for a maximum of five years<sup>1</sup>.

### **JOB DUTIES**

The English Language Program (ELP) is a rigorous, challenging coordinated curriculum. Successful candidates will offer fresh approaches and ideas based on sound second language acquisition principles. They will be required to work closely with the other ALEs and part-time faculty. ALE duties include teaching eight to ten 100-minute classes a week and coordinating one or two courses each semester. Course coordination involves:

- creating and improving course materials
- ensuring materials adhere to course goals and objectives
- providing materials and lesson plans to course teachers
- supporting and supervising a team of teachers
- liaising with fellow teachers regarding course planning and other issues
- determining assessment criteria and processing grades
- conducting general course administrative duties

Other duties involve:

- working with teachers and staff in responding to student needs
- evaluating the program's continued effectiveness in promoting student learning
- designing and teaching a content-language integrated Special Topics course
- attending regular coordination meetings with the ALE team
- participating in hiring full-time and part-time teachers
- assisting with program administration and maintenance
- participating in important campus events

### **QUALIFICATIONS & EXPERIENCE (must be completed by November 26, 2024 [Japan time])**

- postgraduate MA in a relevant discipline (i.e. TESOL, Applied Linguistics), or MA with a relevant certificate
- minimum two years EAP program experience, which can include teaching or coordinating EAP courses in non-university contexts
- experience coordinating with other teachers or working in a coordinated program
- experience in curriculum design and materials development for other teachers
- demonstrated ability to function effectively as part of a team
- evidence of commitment to professional development
- high level of proficiency in English

#### Notice:

Kwansei Gakuin University verifies employees' history of 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.

### **REMUNERATION**

- competitive salary (approximately 5.7 million yen annually)
- annual research and conference allowances
- reimbursement of pre- and post-contract economy class airplane fees to and from Japan for those living outside of Japan (dependents not included)
- 600,000 yen housing relocation subsidy (note that if you already live in the Keihanshin [Kyoto-Osaka-Kobe] area, the subsidy is not provided. Additionally, please note that income tax is deducted from the subsidy.)

### **UNIVERSITY INFORMATION**

Kwansei Gakuin University is one of the top private universities in Japan. The main campus of the university is located in Nishinomiya, between Kobe and Osaka, but the School of Policy Studies (SPS) is located on the newer Kobe-Sanda campus (KSC) in Sanda, Hyogo. The SPS is comprised of four specialized departments: Policy Studies, International Policy Studies, Urban Studies, and Applied Informatics. The SPS has established itself as a school with an excellent English language program, and many students choose the SPS for this reason.

## CURRICULUM INFORMATION

The ELP is a two-year English for Academic Purposes program with a tightly coordinated curriculum. Courses are based on established goals and objectives designed to meet SPS students' learning needs. To ensure quality and consistency for all students, course materials, lessons, and assessments are standardized. The curriculum is primarily skills-based, with integration of field-related topics, such as environmental, international, political, cultural, and social issues. All SPS students are required to complete four semesters of ELP core courses.

## APPLICATION PROCEDURES

Deadline to apply: **November 26, 2024 (Japan time).**

Submit the following to [ALEpositions@ml.kwansei.ac.jp](mailto:ALEpositions@ml.kwansei.ac.jp) in one document (Microsoft Word or Adobe PDF format):

- (1) Curriculum Vitae (with the required information, order, and format below)
- (2) Addendum (outlined below)
- (3) Names and contact information of three referees

In the email subject line, write: *ALE position <your full name>*.

Only complete applications in the specified format submitted by the deadline will be considered.

## ONE APPLICATION DOCUMENT

### (1) Curriculum Vitae (required information, order, and format)

Name

Address (current place of residence)

Telephone

E-mail

Date of birth

Nationality

### Education

*EFL/ESL related post graduate qualifications*

starting month/year – ending month/year, institution, city

qualification attained, field of study, approximate number of contact and practicum hours

*Other post graduate qualifications*

starting month/year – ending month/year, institution, city

qualification attained, field of study

*EFL/ESL related certifications*

starting month/year – ending month/year, awarding body (e.g. Cambridge), city

qualification attained, field of study, approximate number of contact and practicum hours

*Other qualifications*

starting month/year – ending month/year, institution, city

qualification attained

### Employment (In reverse chronological order; indicate full- or part-time)

*EFL/ESL positions at universities/colleges/equivalent institutions*

starting month/year – ending month/year, job title, number of teaching hours per week

institution name, city

description of duties (including types of courses taught, developed, and/or coordinated)

*Other experiences teaching English*

starting month/year – ending month/year, job title, number of teaching hours per week

institution name, city

description of duties

*Other relevant work experience (educational management, program coordination etc.)*

starting month/year – ending month/year, job title, number of hours per week

institution name, city

description of duties

## Publications and presentations relevant to English language education

### (2) Addendum

- Specific evidence of your experience in curriculum and materials development (75-100 words)
- The influence of your teaching philosophy on your materials development (75-100 words)
- Your efforts to develop professionally (75-100 words)

### (3) Referees

Include names and contact information for three referees. Contact information must include email addresses, phone numbers, and mailing addresses. Letters of reference are not needed.

## **APPLICATION SCHEDULE**

**November 26:** Deadline to submit initial application materials.

**November 29:** Successful candidates will be notified and invited to participate in a short Zoom interview and information session.

**December 6:** Successful candidates will be notified and invited to participate in a full interview on campus

**January 14:** Notification of results, the application process will conclude

**This job posting can also be found at <https://ef.kwansei.ac.jp/recruitment>.**

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<sup>i</sup> Note that applicants who have worked for Kwansei Gakuin University in the past may need to have a six-month interval before returning to KGU according to the university's "Rules and Regulations for Term Limits on Fixed-term Employment Agreements."