

Kwansei Gakuin University, Kobe-Sanda Campus:
SPS-ELP Part-time Instructor Openings

The School of Policy Studies English Language Program (SPS-ELP) at Kwansei Gakuin University, Kobe-Sanda Campus (https://www.kwansei.ac.jp/s_policy/study/english) is currently hiring for part-time teaching positions for the Spring 2025 semester, contract beginning April 1, 2025. Each position involves teaching two or three 100-minute classes, including one academic writing course, one day per week (Tuesday – Friday, 9:00am – 3:10pm). We are currently seeking a teacher with Thursday availability but may be flexible.

If you would like to apply, by **Monday, December 2** please (1) submit your CV in the required format as an attachment in Word or PDF to KGUPartTimepositions@ml.kwansei.ac.jp and (2) indicate your teaching availability (Tuesday – Friday) within the body of the email. CVs will be reviewed as they are received and suitable candidates will be contacted to arrange an interview. Therefore, early submissions are encouraged.

CVs should include in the following order:

Contact and biographical information

Name (Roman letters and Japanese katakana)
Address
Telephone
E-mail
Date of birth

Education

Undergraduate degrees
Postgraduate degrees
EFL/ESL related qualifications

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

EFL/ESL positions at universities / colleges / equivalent institutions
(starting month/year – ending month/year, teaching hours per week, types of courses taught)
Other experiences teaching English
(starting month/year – ending month/year, teaching hours per week, types of courses taught)

Professional Development

Relevant publications, presentations, and workshops
Relevant postgraduate dissertation, thesis, and coursework term papers
Participation in professional associations

Note:

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.

The ELP is a two-year (4-semester), English for Academic Purposes (EAP) program. All courses are developed in-house and are closely coordinated, which means that materials, lesson plans, and assessment tools are the same for all teachers and students. The ideal part-time instructor candidate would have:

- experience and interest in teaching academic English, especially academic writing
- interest in teaching within a coordinated program
- university-level English language teaching experience
- an MA degree, preferably in a related field (e.g. TESOL, Applied Linguistics)

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