

Job Description

- Title:** Full-time Contract English Instructor
- Institution:** Kwansei Gakuin University
- Department:** School of Human Welfare Studies
- Department URL:** https://global.kwansei.ac.jp/academics/undergraduate/school_human_welfare
- Institution type:** Private university
- Outline:** The School of Human Welfare Studies at Kwansei Gakuin University, Uegahara Campus is seeking applicants for a full-time contract position commencing in April 2023.
- Responsibilities:** Teach ten 100-minute classes of English Communication, Writing in English and Reading in English to undergraduate students per week, and other classes as needed. Some classes may be rescheduled on national holidays in order to fulfill the governmental requirement. The Instructor should be on duty for an additional 10-15 hours per week for administrative duties including departmental and cross-departmental meetings, materials development and office hours. The Instructor may also be asked to take part in English education tasks or projects outside of School of Human Welfare Studies at times.
- Research Field:** TESOL / Applied Linguistics / Intercultural Communication
- Job-type:** Entry-level researcher
- Rank:** The employment contract is for one year, and is renewable up to four times (until March 31, 2028).
However, applicants who have/had worked at Kwansei Gakuin within six month prior to April 1, the term of contract may be restricted according to “Rules and Regulations for Term Limits on Fixed-term Employment Agreements.”
- Work area:** Hyôgo Prefecture in the Kansai district
- Address:** 1-155 Uegahara Ichibanchô, Nishinomiya, Hyôgo 662-8501 JAPAN
- Qualifications:** In addition to being a native speaker of English and committed to the teaching profession, applicant should also have:
1. Master’s degree or above in TESOL, Applied Linguistics or a related area with a three-year or more experience in teaching at university level.

2. Strong interest in English teaching and research, and able to conduct writing classes with task-based instruction to produce newspaper articles, etc.
3. Consciousness in some area of human welfare and cross-cultural communication.
4. Ability to work cooperatively with other teachers and staff.
5. Basic numerical processing ability required for academic performance management.
6. Practical knowledge of basic PC software programs.
7. Native English speaker with a sufficient level of Japanese language proficiency to handle daily administrative affairs; preferably, equivalent to JLPT N2 or above.

Deadline
for Applications: 2022/ 08/ 31. Short-listed candidates will be interviewed in November.

Start date: 2023/ 04/ 01

Application Materials: Application materials will not be returned. Applications should be made by post; all e-mail applications will be disregarded.

1. A resume/ CV with photo, contact details.
2. A list of publications and educational achievements.
3. Three copies of two major academic pieces of work, accompanied with summaries of not more than one A4-size sheet inclusive.
4. A 500 word statement, outlining educational ambitions (3 copies)
5. A copy of the highest degree to date.
6. Contact details for three referees.

Contact details: Applications should state [Attention: IEFL-JOB 2023] in red ink on the envelope before sending to:
The Administration Office,
The School of Human Welfare Studies,
Kwansei Gakuin University,
1-155 Uegahara Ichibanchô,
Nishinomiya, Hyôgo 662-8501 JAPAN

Enquiries: saiyo-hws@kwansei.ac.jp
Tel. 0798-54-6844

Notes:

1. Ethos While Kwansei Gakuin University is an equal opportunities employer, all teaching faculty are expected to support the Christian ethos on which the university was founded. The School of Human Welfare Studies is a relatively new school and endeavors to hire enthusiastic teachers and researchers who understand both the ethos of Kwansei Gakuin University and that of the School of Human Welfare Studies.

2. Interview Candidates called to interview may be asked to demonstrate his/her teaching, of which the details, together with location and times will be sent by e-mail in advance. Transportation expenses are to be borne by the applicant.

3. Finance

The annual salary is approximately 5,270,000 yen.

A partially subsidized housing, holidays, personal research allowances, unemployment, health insurance, and travel funds for in-service meetings and conferences are in line with university policy.