

Position		Department of Business Design, Full-Time English Teaching Position
Institution		Showa Women's University
URL of department		http://content.swu.ac.jp/business-design/
Department		The Department of Business Design
Content of job information	Content of job information	<p>[Job Details]</p> <p>Main Duties</p> <p>(1) Responsibility for English language courses (in each semester, eight to ten koma (90 minute teaching periods) per week, such as Business English, Introduction to Business English, Integrated English Course, Basic English, etc.).</p> <p>(2) Course supervisor for two or three of the English language courses, including syllabus design, assisting part-time teachers.</p> <p>(3) Curriculum design cooperating with faculty members of Boston Campus.</p> <p>(4) Implementing special activities to develop students' English skills: for example, speech and presentation contest practice, assisting students who study or participate in the internship programs abroad.</p>
	Work location	1-7-57 Taishido, Setagaya-ku, Tokyo, 154-8533 (Nearest station : Sangen-jaya station on the Den-en-toshi line)
	Number of positions	1
	Starting date	October 1st, 2017
Research Field		Human Science, Linguistics
Job type		EFL (English as a Foreign Language) instructor,
Employment status		Full-time (Non-tenured), Limited Time (5 years)
Work location		1-7-57 Taishido, Setagaya-ku, Tokyo, 154-8533
Qualifications		<p>The applicants must fulfill all the following qualifications:</p> <p>(1) Native level or native-like English ability.</p> <p>(2) Sufficient Japanese-language proficiency to accomplish administrative duties.</p> <p>(3) Ph. D. or equivalent scholarly achievements.</p> <p>(4) More than 2 years of teaching experience at the university level</p> <p>(5) Participating in weekly faculty development meetings (in Japanese) and serving on administrative committees</p>
Treatment		Pursuant to university regulations
Application period		June 13, 2017 (Deadline for receipt)
Application /selection /notification of result /contact details		<p>[Application materials]</p> <p>(1) Cover letter, CV with a recent photograph and a list of related publications</p> <p>(2) Copy of up to 3 representative publications</p> <p>(3) Copy of the diploma or degree certificate for your highest-level degree</p> <p>(4) Statement of current and future educational objectives (600 words)</p> <p>(5) Finalists invited for interviews will also be required to submit one letter of recommendation. (Please send it before the interview.)</p>

*Please send your application materials by registered post. Do NOT e-mails materials.

*Application form will not to be returned. We may ask the candidates for additional materials if necessary.

*All the application materials you have submitted to us will only be used for the present recruitment in accordance with our Privacy Protection Policy.

[Send materials to]

Dept. of Business Design, Showa Women's University
1-7-57 Taishido, Setagaya-ku, Tokyo, 154-8533

*Write "Application for Full-time English Teaching Position" in red on the envelope.

[Selection process]

1) Application materials must be received by June 13th, 2017

2) Materials will be read by the selection committee, and interview will be required of successful first-stage applicants.

(*The date of the interview will only be informed to the successful applicants by June 14th by email or phone.)

[Contact]

Prof. Gordon Robson

Dept. of Business Design

Showa Women's University

1-7-57 Taishido, Setagaya-ku, Tokyo 154-8533

TEL: 03-3411-7143 (9:00 a.m. – 5:00 p.m. Tuesday, Wednesday, Friday)

e-mail : robsongo@swu.ac.jp

(*Please write "Full-Time English Teaching Position" in the subject line of the email.)

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