

Job Opening at Fukuoka Women's University

Title

Job Opening for Full-time Instructor 'Academic English Program (AEP)'

Outline

Fukuoka Women's University invites applications for one instructor position (two-year contract with the possibility of two years' extension, based upon annual evaluation of educational and academic performance).

The Instructors will be working in a team situation with experienced faculty.

Job title

Instructor

Conditions of appointment

Two-year contract (with the possibility of two years' extension, based upon annual evaluation of educational and academic performance)

Annual salary is based on university pay scale (approximately ¥4,800,000)

Content of work

Areas of research: Teaching English as a Foreign Language (TEFL) and English for Academic Purposes (EAP)

Prospective classes: Academic English Program (AEP) -- Writing, Reading, Oral Communication and Speech Presentation, Listening

Other duties: Duties related to the management of the Center, including developing the teaching materials for its classes, implementing CALL, supporting English café and International Lounge activities, participating in English Camp, English Village, Open Campus and other school and program related events, and in assigned research projects, conducting TOEFL® ITP tests, and so on.

Qualifications

Applicants must satisfy all of the following conditions:

- (1) must have an MA or the equivalent, with academic publications.
- (2) must have experience in teaching English at the undergraduate level.

- (3) must have a native-like proficiency of English.
- (4) must have a sufficient level of Japanese proficiency for a work place.

Application deadline

No later than 27 November, 2017 (Monday).

Starting date

April 1st, 2018

Application materials

Applicants are requested to send the documents listed below in an envelope marked "Academic English Program (AEP)". Please send the materials by registered mail to:

Professor Tsuyoshi Nakamura
Dean, International College of Arts and Sciences
Fukuoka Women's University, 1-1-1 Kasumiga-oka, Higashi-ku, Fukuoka-shi
813-8529 JAPAN

- (1) Curriculum Vitae in English with photo and e-mail address (Add Skype user name, if possible.)
 - (2) List of publications with two major publications indicated
 - (3) Copies of two major publications with the respective abstracts in English (c. 500 words)
 - (4) Copies of other representative publications
 - (5) Statement about your goals as a teacher, comments on previous teaching activities, and social contributions in English (c. 800 words)
 - (6) Letter of recommendation in Japanese or English (including contact information such as an e-mail address)
- * The materials will not ordinarily be returned.
 - * In CV, indicate the department names and job titles.

Selection

Selected candidates will be interviewed. Travel expenses for the campus interview cannot be reimbursed. At the time of the interview, candidates must present a diploma or other documentation of academic degrees received.

Where to make contact

For further information regarding this position, please send questions to the following e-mail address:

Tetsuo YAMADA
soumu@fwu.ac.jp

For enquiries regarding AEP, please send them to:

Midori MASHIYAMA
mashiyam@fwu.ac.jp

Additional information

No electronic applications are accepted.

This institution promotes gender equality.

It also welcomes foreign national applicants.

We observe the laws and regulations concerning welfare of persons with disabilities.