

POSITIONS FOR INSTRUCTOR OF ENGLISH AS A FOREIGN LANGUAGE (April. 2025)

The School of Economics of Kwasei Gakuin University (KGU) invites applications for two full-time positions of Instructor of English as a Foreign/Second Language (IEFL) to teach in undergraduate courses starting on April 1st 2025. KGU is a private school founded on Christian principles in 1889 with a current enrollment in its fourteen schools of over 24,000.

The employment contract is for one year and is renewable for up to five years total by mutual agreement. However, as for applicants who have/had worked at Kwasei Gakuin within six months prior to April 1st 2025, the term of contract may be restricted according to “Rules and Regulations for Term Limits on Fixed-term Employment Agreements.”

Applicants should have a Master’s degree in TESOL or Applied Linguistics, as well as relevant teaching experience. Native speaker competence in English is required and fluency in Japanese is strongly preferable.

Details of the job:

At the School of Economics of KGU, IEFLs teach compulsory or elective English courses consisting of 30-35 students with pre-intermediate to intermediate levels of English. Instructors will carry a maximum of 10 classes of 100 minutes a week each term with other duties at the School of Economics limited to around 10 hours per week. Special between-term courses will be held. Non-class duty hours between semesters will be no more than 15 hours per week.

Annual salary and Life Design Allowance & Benefits:

Approx. ¥5,200,000 (before tax).

Health insurance is partially subsidized but utility expenses are borne by the teacher. Research subsidy and conference travel subsidy are in line with university policy.

Interested applicants should submit the following documents on JREC-IN Portal, e-mail or post submissions will not be accepted.

1) A resume/CV

Applicants must use the standardized forms for their CV and a list of their educational and research achievements. The two forms can be downloaded from the website of KGU (https://www.kwansei.ac.jp/houjin/houjin_000676.html).

Candidates must be sure to include their current e-mail address with their CV.

2) Two or more letters of recommendation

3) A copy of the applicant's graduate diploma and official transcript

4) A written statement of the applicant's views on teaching and career objectives (500-800 words)

Please submit all the application documents by May 31st 2024.

Please save each application document as a PDF file and upload all of them in one zip file from JREC-IN Portal. For application procedures, please refer to JREC-IN Portal website.

Interview:

Short-listed candidates will be invited to an interview conducted in an in-person manner at the Uegahara-campus of KGU (Nishinomiya) on either June 22nd or 29th 2024.

Finalists' travel expenses and hotel stay for interviews will not be reimbursed. Resumes and other materials will not be returned. While we appreciate all applications and interest, we regret that only finalists will be notified.

Contact:

The School of Economics, Kwansei Gakuin University

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Inquiries should be made by e-mail only.