

Konan University Institute for Language and Culture—Positions for Fixed-Term Instructors of English as a Foreign Language (full-time, non-tenured)

The Konan University Institute for Language and Culture invites applications for three full-time positions (non-tenured, initial three-year contract renewable for up to an additional two years by mutual agreement) of English Instructor beginning in April of 2019. Applicants should be native speakers of English or have linguistic and cultural ability that is nearly native. While not required, conversational ability in Japanese is preferred. Applicants must currently be residing in Japan.

- 1. Department:** Institute for Language and Culture
- 2. Field:** TEFL, TESL
- 3. Number of positions:** 3
- 4. Position title:** Fixed-Term Instructor of English as a Foreign Language
- 5. Length of contract:** Initial three-year contract renewable up to an additional two years by mutual agreement.
- 6. Duties:**
 - Teaching 10 *koma* (90 minutes each) of English language and culture classes per week (College English, Intermediate and Advanced levels). Most of these classes are in the English Intensive Course (EIC) program for students aiming to study abroad.
 - Providing individualized guidance and assistance to students
 - Planning and conducting various activities and events in Konan's Language Loft (self-access learning center)
 - Various other education-related duties including proctoring for final exams and university entrance exams

Note: The number of actual classroom teaching hours may be reduced depending on the amount of Loft duties.
- 7. Work days and hours:**
 - 1) As a rule, instructors will work 5 days per week. However, when needed, they may occasionally be asked to work on off-days.
 - 2) As a rule, instructors will be on duty for 40 hours per week.
- 8. Employment criteria:** Qualified candidates will fulfill the following criteria:
 - 1) Be a native speaker of English, or, be able to speak English at a nearly native level.
 - 2) Possess a master's degree (or higher) in TESOL or a related field. A master's degree from a university in an English-speaking country is desirable.
 - 3) At least two years of university level teaching experience is desirable, or what could be considered an equivalent level of teaching experience.
 - 4) A strong awareness of Konan University's language and cultural education
 - 5) Ability to understand and actively conform one's teaching practices to the founding educational philosophy of Konan University
- 9. Employment location:** Konan University Okamoto campus (Higashinada ward, Kobe city)
- 10. Commencement of employment date:** April 1, 2019
- 11. Application submission deadline:** All documents must arrive by November 22, 2018 (Strictly enforced. Candidates are advised to send application documents well in advance of the deadline to ensure they arrive on time.)
- 12. Required documents for application:**
 - 1) Curriculum Vitae (English)

- *Educational history after high school graduation must be included.
- *Include your email address and list of any academic honors received.
- *Attach a portrait photograph.

- 2) All graduation diplomas and certificates related to educational history starting from the university undergraduate level (copies are admissible)
- 3) A short essay (about 800 words) on your views regarding university English education in Japan
- 4) An original 90-minute sample lesson plan for a university English class that can also be used in a demonstration lesson at the interview
- 5) Two letters of recommendation including the names, institutional affiliations and contact information of the referees
- 6) Up to 3 academic publications (not required)
- 7) Any certificates or diplomas indicating proficiency in Japanese, English, or another second language
 - At the interview, candidates will be expected to discuss their views of our university founder's educational philosophy (<http://www.konan-u.ac.jp/gakuen/hirao/index.html>). At the end of the selection process, the successful candidates will need to submit those views in writing.
 - Successful candidates will also need to submit a recent health check report.

13. Application materials should be sent to:

English Position Committee
The Institute for Language and Culture
Konan University
8-9-1 Okamoto, Higashinada-ku,
Kobe 658-8501
Please send by registered post ("Kanni-Kakitome").
(Note: Digital submissions will not be accepted.)

14. Email inquiries: skirk@center.konan-u.ac.jp

15. Other

- 1) A shortlist of candidates will be selected based on examination of the application documents. Each of these candidates will give a thirty-minute demonstration lesson, followed by an interview conducted by the selection committee. These interviews will be held on Saturday December 8 and Sunday December 9, 2018.
 - *Only candidates selected to the shortlist will be contacted.
 - *Candidates' transportation costs will not be reimbursed.
- 2) As a general rule, application materials are not returned. However, if specifically requested, and if a postage-paid self-addressed envelope is provided by the applicant, very important documents will be returned.
- 3) Applicants' privacy will be respected, and personal information contained in the documents will not be used for any purposes other than official procedures conducted during and following the hiring process.
- 4) Based on Konan University regulations, the annual salary varies based on ability and experience and ranges between 4,500,000 and 6,000,000 yen. Modest allowances for educational research and housing costs are provided. Health insurance is partially subsidized and extended to dependents living in Japan.