

**Konan University Center for Education in General Studies—Positions for Fixed-Term
Instructors of English as a Foreign Language (full-time, non-tenured)**

Konan University 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 2023. Applicants should either be native speakers of English or have linguistic and cultural ability that is nearly native, and also have adequate functional proficiency in Japanese. Applicants must currently be residing in Japan.

- 1. Number of positions:** 3
- 2. Center for Education in General Studies**
- 3. Position title:** Fixed-Term Instructor of English as a Foreign Language
- 4. Length of contract:** Initial three-year contract renewable up to an additional two years by mutual agreement.
- 5. Field:** TEFL, TESL
- 6. Duties:**
 - Teaching 10 *koma* (90 minutes each) of English language classes weekly. The range of courses to be taught includes skills-based and content-based ones at a variety of levels. Most of them are in an intensive English program designed for students aiming to study abroad. A few of them may be in STAGE, a new interdisciplinary diploma program set to launch in 2024.
 - Providing learner advising and other individualized guidance to students.
 - Planning and conducting various activities and events in Konan's Language LOFT (our self-access learning center).
 - Other educational duties such as working collaboratively with colleagues on curriculum improvement projects, open campus, and being involved in the administration of exams.
- 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), preferably in TEFL/TESL or a related field. A completed degree from a university in an English-speaking country is desirable.
 - 3) Have adequate enough Japanese proficiency so that all work duties can be carried out.
 - 4) At least two years of university-level teaching experience is desirable, or what could be considered an equivalent level of teaching experience.
 - 5) A strong commitment to Konan University's mission to combine language and cultural education.
 - 6) Willingness to understand the university's founding spirit, vision, and commitment to student-centered education; while contributing to the university, observing its rules and regulations, and working with integrity.
- 9. Employment location:** Konan University's main (Okamoto) campus in Kobe
- 10. Commencement of employment date:** April 1, 2023

11. Application submission deadline: All documents must arrive by December 12, 2022 (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), preferably using the designated form.

*If the designated form is not used, all categories included on the designated form must be covered.

*All 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) Copies of all graduation diplomas and certificates related to educational history starting from the university undergraduate level.

3) A short essay (500 to 800 words) on your views regarding university English education in Japan.

4) An original 90-minute sample lesson plan for a university English class, including a segment that can be used in a demonstration lesson at the interview.

5) A brief essay (400 to 600 words) expressing how your educational views and methods could align with the university founder's educational philosophy if you work at Konan: <https://www.konan-u.ac.jp/gakuen/hirao/index.html>.

6) Two letters of recommendation including the names, institutional affiliations, and contact information of the referees.

7) Up to 3 academic publications (not required).

8) Any certificates or diplomas indicating proficiency in Japanese, English, or another second language.

- The successful candidate will need to submit a recent health check report at a later date.

13. Application materials should be sent to:

English Position Committee

Center for Education in General Studies

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: gengo@adm.konan-u.ac.jp

15. Other

1) A shortlist of candidates will be selected based on review of the application documents. Interviews of these candidates will be held on Saturday, December 17, and candidates will be expected to give a 10 to 20-minute demonstration lesson during the interview.

*Only candidates selected for interviews will be contacted.

*Transportation costs for the interview will not be reimbursed.

*In-person interviews are planned, but they may have to be moved to online depending on the pandemic situation at the time.

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, then exceptions are permitted.

- 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.