

## Full-time Teaching Position, Chiba University

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### Job details:

1. **Position:** Lecturer (Full-time)
2. **Contract:** Three-year contract with the possible extension of two further years.
3. **Number of positions:** Due to the expansion and revision of the English curriculum from April 2020, a total of 5 positions are available.

### 4. Job description:

This full-time position at Chiba University Nishi Chiba campus involves the following duties:

- teaching compulsory first-year classes in Writing, Presentation, Interaction and Discussion.
- teaching second year students enrolled on subject specific English courses in their own departments.
- teaching exam preparation courses and ESP courses at the English Support Centre
- conducting sessions with individual students based on their specific needs
- materials development
- possibility of accompanying students on short study abroad trips
- other duties that may arise

The teaching load will be 12 koma per week. One koma is 1.5 hours.

The university operates under the 6-term system. Terms 1 and 2 comprise the first semester of 16 weeks, and terms 4 and 5 comprise the second semester, also of 16 weeks.

Teachers will be entitled to 20 days paid holiday per year.

Teachers are encouraged, but not required, to pursue their own research.

We wish to hire cooperative teachers who are able to work together on materials development, contribute ideas for the further improvement of the English curriculum and be actively involved in the self-access English Support Centre.

### 5. Qualifications and application requirements:

- (1) Practically-assessed English teaching qualification such as DELTA / DipTEFLA / Trinity TESOL
- (2) Bachelor's degree. Most, or all, of the coursework should have been completed in English.
- (3) At least two years of experience teaching English at the tertiary level
- (4) At least two peer-reviewed publications preferred
- (5) Master's degree in TESOL / English language education preferred
- (6) Experience with curriculum, materials and test development preferred
- (7) English ability sufficient for teaching in English (overseas experience preferred)
- (8) Japanese ability sufficient for handling university-related administrative matters preferred  
(Nationality will not be considered in the selection process.)

6. **Appointment start date:** April 1, 2020

## 7. Compensation

- (1) Salary will be approximately five million yen per year and will be paid in accordance with the regulations stipulated by Chiba University.
- (2) Commuting allowance will be covered in accordance with the regulations stipulated by Chiba University (including an upper-limit).
- (3) Retirement age: 65
- (4) Enrollment in health insurance, workers' compensation, and unemployment insurance programs.

## 8. Application process

Please send the following:

- (1) Cover letter, including phone number and e-mail address
- (2) Curriculum Vitae, including a list of your publications and research activities relevant to English language teaching. Please use the attached Worksheets No.1 and 2 (CV.xlsx). Please add extra lines to the excel file as required.
- (3) Copy of one relevant research publication
- (4) Worksheet No.3 (CV.xlsx) . Please limit your answers to 100 words for each question.
- (5) One copy of each of your degrees / certificates / diplomas
- (6) Copy of any official certificate of English or Japanese proficiency (e.g.IELTS, TOEFL iBT, Japanese Language Proficiency Test, Nihongo Nouryoku Test)

Applications should be received no later than September 2, 2019.

Applications should be sent to:

Mizuki Kawahara

Education Planning Division,

Department of Student Affairs (Gakumu-bu, Kyoiku-kikaku-ka),

Chiba University

1-33 Yayoi-cho, Inage-ku, Chiba 263-8522 JAPAN

Please write "Application materials for full-time English teaching position" on the envelope (in red ink).

If you would like the materials to be returned, please enclose a stamped self-addressed envelope with the application.

## 9. Selection process

Short-listed candidates will be invited to an interview (including teaching demonstration) in English at a mutually agreed time towards the end of September. Please note that transportation expenses to the Chiba University Nishi Chiba campus will not be reimbursed.

## 10. Notification of results

Successful candidates will be notified directly. Applicants' personal information will be treated confidentially and will not be used for any purpose other than selection.

## 11. Enquiries

Please address all enquiries to:

Prof. Sarah Morikawa

smorikawa@faculty.chiba-u.jp