

**Seeking English Language Lecturers  
for  
New York University-SCPS American Language Institute Tokyo Center's  
College Preparatory and Professional English Programs**

New York University's American Language Institute (ALI), a unit in NYU's School of Continuing and Professional Studies, in cooperation with Nichii Gakkan, a leading Japanese health care and education provider, seeks talented, innovative and collaborative English Language (EFL-ESL) instructors for its academic and professional English courses, which will be offered from October 2013 at the NYU-SCPS ALI Tokyo Center in Shinagawa, Tokyo, Japan.

Reporting to the ALI Tokyo academic director, ALI Tokyo language lecturers will be responsible for teaching EFL (EAP and ESP) courses at the Tokyo Center. The full-time positions involve two-year, renewable contracts with Nichii Gakkan, who will provide visa sponsorship if necessary. Part time instructors will be hired on a course-by-course basis.<sup>1</sup>

NYU-SCPS's ALI in New York City oversees all academic aspects of the program, (curriculum, instructor selection and supervision) and ensures that NYU-SCPS ALI Tokyo quality standards conform to NYU-SCPS standards. Nichii Gakkan employs instructors and handles the management, logistics, and operation of the ALI Tokyo Center.

The NYU-SCPS ALI Tokyo Center represents NYU-SCPS' first overseas ALI branch. The Tokyo Center will offer programs designed to enable Japanese learners of English to meet US college entrance threshold levels of English, courses to help develop general English proficiency, and programs for professionals aspiring to greater levels of English proficiency in order to more fully and successfully participate in an increasingly globalized business world.

The Tokyo Center—by observing the same best practices and pursuing the same educational mission as the ALI based in New York City, and by building mechanisms into the programming and other activities of the Tokyo Center that will link it virtually and in other ways to NYU, SCPS, and the ALI in New York City—aims to deliver world-class English language training for academic and professional purposes in Shinagawa, Tokyo, Japan.

We are seeking individuals who enjoy the challenge of being part of something new; people who would look forward to working closely with colleagues both in Tokyo and in New York to make this entrepreneurial effort a successful enterprise.

**Qualified applicants will:**

1. Hold a masters degree in TESOL, Applied Linguistics, or closely related field
2. Have at least three years of EAP and/or adult ESP teaching experience
3. Be native or near native speakers of English
4. Possess professional level English writing and communication skills

**Priority will be given to candidates who:**

- Bring innovative and collaborative approaches to their work
- Are versatile in teaching students at different proficiency levels
- Have teaching experience outside the U.S. and personal experience learning a foreign language as an adult
- Have expertise in one or more of the following areas
  - ESL curriculum/materials development
  - ESP (business, health services, law, test preparation) instruction
  - Language proficiency assessment and placement
  - Course management systems and distance learning platforms
  - Online and blended course development and delivery

**Full Time Instructor Responsibilities:**

- Collaborate with the site director and other faculty in the smooth delivery of English language instruction according to NYU-SCPS ALI standards
- Teach approximately 15 hours per week, 40 weeks per year on a 12-8-12-8 term schedule
- Help prepare for and participate in student placement testing and registration activities, help with student orientation, and other program-related activities. These activities add approximately one week of full time work to each term
- Participate in program, curriculum, and course materials development for face-to-face, blended and online instruction
- Coordinate instruction and materials with other instructors, including part time instructors.
- Supervise/observe part-time faculty
- Participate in instructor meetings and in-service training activities

**Salary:** The compensation package ranges from 7,000,000 Yen to 8,000,000 Yen annually (at current exchange rates, about \$75,000 to \$85,000), depending on experience, ability, and other factors. Full-time language lecturer contracts are for two-year periods and are renewable.

**Other Benefits:**

- Eight weeks vacation per year
- Round trip transportation (economy class) to Japan if not already living in Japan
- Local commuter transportation to and from work
- Professional development support
- Work visa sponsorship if needed

**Approximate start date:** October 1, 2013.

Note: For additional and separate salary, successful full-time faculty candidates will be encouraged to teach in NYU-SCPS' ALI Summer Session II in New York (July 8 to August 15) to help prepare for the opening of the Tokyo Center in October.

**To Apply,** submit the following documents and information to Dr. Peter McCagg in a single email attachment. The address is [pbm5@nyu.edu](mailto:pbm5@nyu.edu).

- A cover letter summarizing your qualifications and interest in the position<sup>1</sup>
- A résumé
- Names and contact information for three (3) references from individuals who are well acquainted with your work as a professional EFL/ESL instructor.

Note 1. Part-time EAP and ESP instructors with similar qualifications are also needed beginning October 1, 2013. Qualified candidates for part-time positions who possess proper Japanese working papers and who reside in the Tokyo region are encouraged to apply. All applicants should indicate in their cover letters whether they are applying for a full-time or a part-time position.