

Part-time English Teaching Positions

Sophia University Junior College Division (Hadano, Kanagawa)

The Department of English at the Sophia University Junior College Division in Hadano, Kanagawa, has several openings for part-time lecturers for the 2020 academic year, starting April 2020. The school is looking for teachers with native-level or near native-level proficiency in English.

Duties and Responsibilities:

1. Teach two courses per semester maximum, such as a required, integrated-skills English course and an elective English skills course (Public Speaking, Workplace English, Hospitality English, Writing & Grammar, TOEIC S&W, etc.). For each course, there will be two 100-minute sessions per week on Mondays and Thursdays or Tuesdays and Fridays.
2. Carry out administrative duties related to course instruction.

Contract Specifications:

1. Salary and benefits: Your salary will be based on Sophia School Corporation's rules and regulations.
2. Contract: Renewable annually up to five years in principle
*The maximum period of employment in the new part-time contract can vary depending on personnel planning and curriculum.
3. Beginning date: April 1, 2020.
(Orientation session for teachers: early April. Start date of classes: mid-April.)

Applicant Requirements:

1. Native-level or near native-level proficiency in English.
2. Master's degree in TESOL, Linguistics, Communication, Literature, or a related field.
3. College/university-level teaching experience.
4. Preferably academic publications/conference presentations in a specialized field.

Application Materials:

Current curriculum vitae, including a list of academic publications/conference presentations, and a brief cover letter.

Application Procedure:

1. Send CV, with list of academic publications conference presentations, and cover letter to:

Chair, Academic Affairs Committee
Sophia University Junior College Division
999 Kamiotsuki, Sannodai
Hadano-shi, Kanagawa Prefecture
257-0005

2. Short-listed applicants will be interviewed in late October.

Application Deadline:

Applications must be received by October 15.