

[This is an unofficial English summary prepared from the official Japanese announcement. Please refer to the official Japanese version for clarifications.]

From Tetsuya YAMADA, Director of the Foreign Language Education Center at Nanzan University

The Foreign Language Education Center - English Education Division (FLEC-EED) at Nanzan University is seeking three full-time contract-based English Language Instructors (L.I.).

Job Type and Number of Positions: Three full-time contract-based English Language Instructors (L.I.)

Job Description:

1. Teach a minimum of ten 100-minute classes per week.
2. Assist the Senior Language Instructors at FLEC-EED in a variety of ways including the development of teaching materials related to FLEC-EED.
3. Commit to the duties related to the management of the World Plaza operated by FLEC.
4. Attend internal meetings and Faculty Development (FD) sessions related to FLEC.
5. Conduct entrance examination duties.
6. Fulfil other duties related to the operation of FLEC.
7. Teach a five-day summer or winter intensive class (“English Immersion”).

Contract:

A full-time two-year contract, renewable once for 2 years, then renewable once for 1 year (maximum of 5 years) based on mutual consent.

Conditions:

1. Starting annual salary of approximately 5,300,000 yen.
2. Health insurance and other benefits are provided.

Location: Nanzan University, 18 Yamazato-cho, Showa-ku, Nagoya, Aichi 466-8673, JAPAN

Qualifications: The applicant should fulfil the following five conditions.

1. The applicant should be a native or near-native English speaker of any nationality.
2. The applicant should have a Master’s degree in English education or a related field, or an equivalent internationally recognized qualification (e.g., Cambridge/RSA, DELTA).
3. The applicant should have at least two years of experience in teaching English, preferably at the university level.
4. Academic publications are desirable but not necessary.
5. If employed, the applicant should live in or near Nagoya City.

* Notes: Applicants are NOT eligible for this position if they were employed part-time or full-time under a limited-term contract at Nanzan School Corporation during the six months prior to the beginning of the employment.

Starting date: April 1, 2025

Application materials: Please send the following materials to the address below.

1. Curriculum vitae with a photo, contact information (phone number and e-mail address), education background, employment history, academic association memberships, and degrees conferred.
2. Professional achievements (e.g., contributions to professional associations, materials development, presentations, etc.), and a list of research publications (if any).
3. A copy of any publication listed in (2).
4. A 450-word essay written in English on the applicant’s approach to English language education and how this is reflected in classroom teaching.
5. A photocopy of your highest degree.
6. Two letters of reference (sealed and which specify the relationship between the applicant and those who provide references).

Deadline for applications: Application documents must reach the university by August 27, 2024.

Please send applications by registered mail to:

Foreign Language Education Center - English Education Division
Language Instructor Position Application
Nanzan University
18 Yamazato-cho, Showa-ku, Nagoya, Aichi 466-8673, JAPAN

All the application documents must be in an envelope with “Application Documents for an English Language Instructor Enclosed” written in red letters beside the address. Applications cannot be submitted in person or electronically.

Selection process: After document screening, selected candidates will be invited for an interview and asked to demonstrate a trial lesson on their approach to teaching English.

- Travel expenses will be borne by the applicant.
- Among selected candidates, those applicants who apply from overseas may be interviewed via Zoom.

Contact:

Foreign Language Education Center - English Education Division
Language Instructor Position Application
Nanzan University
E-mail: flece-admin@nanzan-u.ac.jp

Note:

Application materials will only be used for selection. The application materials will be responsibly destroyed immediately after the selection process is complete. If you wish to have the application materials returned, please enclose a stamped, self-addressed envelope. The FLEC office will be closed from August 6 to August 20 and unable to respond to email inquiries immediately.