

Full-time Self-Access Centre Teaching/Counselling Position,

Chiba University

Job details:

1. **Position:** Lecturer (Full-time)
2. **Contract:** Three-year contract with the possible extension of two further years.
3. **Number of positions:** 1

4. Job description:

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

- assisting with the management and coordination of English House
- teaching credited and uncredited classes at the English Support Centre in English House
- advising and teaching individual students and staff
- advising students in language learning strategies and autonomous language learning
- materials development
- possibility of the opportunity to accompany students on short study abroad trips
- other duties that may arise

The working hours are officially from 8:30 to 17:15, throughout the year.
Teachers will be entitled to 20 days paid holiday per year.

The university operates under a 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 are encouraged, but not required, to pursue their own research.

We wish to hire a cooperative, flexible teacher who has experience working with individual students, and is able to advise on self-directed learning.

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
- (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 Self-Access Centre teaching/counselling 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