

Job Opening for a Full-Time Teaching Position
Chiba University

Organization for Higher Education Planning at Chiba University, Chiba, is seeking a native speaker of English who meets the requirements below, for a full-time teaching position.

[Job details]

- (1) Working for seven hours 45 minutes per day (38 hours 45 minutes per week) as a full-time teacher.
- (2) Teaching ten 90-minute classes per week (elementary to advanced levels) to students from all departments.
- (3) Participating in entrance examination-related work, educational activities outside of the classroom, materials development, accompaniment of students on study abroad programs, and other international activities. There are no other administrative duties such as attendance at faculty meetings.
- (4) Supporting educational activities at English House (an English support center)

[Address of work location]

Organization for Higher Education Planning
Chiba University
1-33 Yayoi-cho, Inage-ku
Chiba 263-8522
JAPAN

[Number of positions]

One position
Contract Native Speaker Lecturer

[Starting date]

2017/04/01

[Employment status]

Three years beginning April 1, 2017. Renewable once for additional two years.

[Qualifications]

- (1) Native speaker of English
- (2) Minimum of a master's degree or equivalent

- (3) Extensive experience in teaching English as a foreign or second language at university level
- (4) Working knowledge of the Japanese language

[Compensation]

- (1) Basic salary: approximately five million yen a year, subject to yearly review. Allowances for commuting will be provided in accordance with the Chiba University scale.
- (2) Health Insurance: University will pay the employer's share.

[Application period]

The application must reach us no later than Monday, November 28, 2016.

[Application method (including where to send documents)]

The documents can be completed in English or Japanese.

- (1) Resume including DOB, academic history, employment history, qualifications, contact details, etc. with photograph
- (2) Teaching history (classes taught, methodology employed (examples), textbooks authored, evaluations received)
- (3) Complete list of publications and presentations (Write in order of publication date)
- (4) Copies of no more than three major publications (one PHOTOCOPY for each)
- (5) Short essay on your aims and objectives regarding the teaching of English should you be accepted for the lecturer's position, with reference to your past experience. (Length 2 A4 pages)

[Where to send the application]

Mr. Hiroyoshi Furuike
Gakumu-bu, Kyoiku-kikaku-ka,
Chiba University
1-33 Yayoi-cho, Inage-ku
Chiba-shi, 263-8522
JAPAN

Submit the application by registered mail (e-mail submissions will not be accepted), with the words "LECTURER APPLICATION" marked in red on the envelope. Applications materials will not be returned.

[Selection process]

- 1 Document screening
- 2 Interview (including short presentation). Transportation fees will not be refunded. Scheduled in mid-December, 2016. Applicants not available for a personal interview will not be considered.

[Contact details]

For more information, contact Masahito Kubota at kubota@faculty.chiba-u.jp.
Use the following e-mail title: "Chiba FT Job application".