

Job Opening at Fukuoka Women's University

Title

Job Opening for Full-time Instructor 'Academic English Program (AEP)'

Outline

Fukuoka Women's University invites applications for three instructor positions (two-year contract with the possibility of two years' extension, based upon annual evaluation of educational and academic performance).

In April, 2011, the Language Center was opened and started an Intensive Course of English for Academic Purposes. The Instructors will be working in a team situation with experienced faculty.

Job title

Instructor (full-time, nontenured)

Conditions of appointment

Two-year contract (with the possibility of two years' extension, based upon annual evaluation of educational and academic performance)

Annual salary is based on university pay scale

Content of work

Areas of research: Teaching English as a Foreign Language (TEFL) and English for Academic Purposes (EAP)

Prospective classes: Academic English Program (AEP) -- Writing, Reading, Oral Communication and Speech Presentation

Other teaching duties: English Village, English Camp and some other duties related to the management of the program; maintenance of the English version of University Web Pages

Qualifications

Applicants must satisfy all of the following conditions:

- (1) must have an MA or the equivalent, with academic publications, in the related areas of research.
- (2) must have experience in teaching English at the undergraduate level.
- (3) must have a native-like proficiency of English.
- (4) must have a sufficient level of Japanese proficiency for a work place.

Application deadline

No later than 8 December, 2014 (Monday).

Starting date

1 April, 2015

Application materials

Applicants are requested to send the documents listed below in an envelope marked "Academic English Program (AEP)". Please send the materials by registered mail to:

Professor Tsuyoshi Mukai
Dean, International College of Arts and Sciences
Fukuoka Women's University, 1-1-1 Kasumiga-oka, Higashi-ku, Fukuoka-shi
813-8529 JAPAN

- (1) Curriculum Vitae in English with photo and e-mail address (Add Skype user name, if possible.)
- (2) List of publications with two major publications indicated

- (3) Copies of two major publications with the respective abstracts in English (c. 500 words)
- (4) Copies of other representative publications
- (5) Statement about your goals as a teacher and comments on previous teaching activities and social contributions in English (c. 800 words)
- (6) Letter of recommendation in Japanese or English (including contact information such as an e-mail address)

* The materials will not ordinarily be returned.

Selection

Selected candidates will be interviewed. Travel expenses for the campus interview cannot be reimbursed. At the time of the interview, candidates must present a diploma or other documentation of academic degrees received.

Where to make contact

For further information regarding this position, please send questions to the following e-mail address:

Tsutomu Ohishi
soumu@fwu.ac.jp

Questions regarding AEP, please send them to:

Midori Mashiyama
mashiyam*fwu.ac.jp (change "*" to "@")

Additional information

The school policy, to educate the next generation of female leaders, is highly regarded, and AEP program is working with the departments of the school to foster the students' English competence throughout the college years.