

July 18, 2018

Job Announcement
Full-Time Instructor
Seikei Institute for International Studies
(For Elementary School English Courses)

- Job title: Full-time Instructor at the Seikei Institute for International Studies (also employed as Elementary School faculty); 1 opening (open to all nationalities)
- Recruiting period: Wednesday, July 18, 2018 to Friday, August 31, 2018 (Application materials must arrive by the deadline)
- Hiring date: April 1, 2019
- Job description: The successful candidate will be required to engage in English teaching and related research with a focus on developing communication skills at Seikei Gakuen, and in assisting with the administrative duties at the Institute.
- Work position: The successful candidate will be required to perform the following duties for up to 40 hours a week. The candidate will be expected to be on campus 4 full days per week.
- (1) Teach a standard number of classes at Seikei Elementary School according to the curriculum (16 classes per week, each of 45 minutes). Depending on the qualifications and experience of the candidate, classes may be taught under the supervision of a class teacher.
- (2) Other duties as assigned by the Institute Director
- Subjects to teach: English
- Research field: English education (TESOL), Cross-cultural communication or related fields
- Salary and benefits: ¥300,000 or ¥350,000/month (tax included, not negotiable) based on experience, with bonuses (paid twice a year in principle). A research fund, transportation expenses, and shared office space will also be provided. There is also a joint research project budget. Housing is not provided.
- *National and local taxes as well as premiums for social insurance will be deducted from the above (as of April 1, 2018).
- Term of office: Full-time (fixed-term employment)
- ① The contract period shall in principle be up to one year until the end of March.
- ② Subject to review, the contract may be renewed each year from April 1st of the second year of engagement, for a maximum of five years in total.
- Qualifications: 1. Applicants should have teaching experience as full- or part-time school English teachers, or have an equivalent teaching history.
2. Applicants should have research experience in the field of English Education or

English Language Studies.

Application materials:

3. Applicants should be native English speakers or have equivalent English ability. The application must include the following materials in either English or Japanese (*it is not necessary to submit both):

1. CV and English teaching history/employment history

For the CV, please use the designated format, which can be downloaded from the following URL:

<http://www.seikei.ac.jp/gakuen/recruit/teacher/elementary.html>

(Please include a photo and an email address. Recommendation letters are not required; however, you may include the contact details of up to two referees in the “Special Notes” section. Please do not use a font size smaller than 10 point.)

2. Copies of all degree certificates and academic transcripts.

(Photocopies are acceptable)

3. An outline of your aspirations regarding teaching at Seikei Elementary School, with an introduction to your research and teaching background. No specific format; approximately one A4 page.

4. The following materials will also be considered if submitted.

① One copy of a main research paper and an abstract; approximately one A4 page.

② Copies of teaching certificates; photocopies are acceptable.

Contact address:

Please send application documents to the following address by registered mail:

Seikei Institute for International Studies, Seikei Gakuen,

3-3-1 Kichijoji-kitamachi, Musashino-shi, Tokyo 180-8633

Print (in red ink) “Contains application documents for the SIIS full-time instructor position (Elementary School)” on the envelope. Although your application documents will not be returned to you, the application information will be appropriately managed by the Institute.

Selection:

After the initial screening of the application materials, short-listed candidates will be invited for an interview. Applicants may be required to give a presentation (which may also include a demonstration lesson). No transportation expenses will be provided for the interview.

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- Schedule:
1. Preliminary screening (application documents only)
Results will be communicated by early October.
 2. Second screening (interviews)
Expected to be held on Saturday, October 6. (May be subject to change.) As a rule, applicants who cannot make it to the interview will not be considered.
 3. Third screening (interview)
Expected to be held between Tuesday, October 9 and Monday, October 22.
Successful applicants from the second screening will be contacted individually.
 4. Final selection confirmation expected by mid-November.

Notes:

For further information concerning the application and position, e-mail siis-personnel@jim.seikei.ac.jp or fax 0422-37-3865 (+81-422-37-3865 from overseas). Please include “Regarding SIIS full-time instructor position (Elementary School)” in the subject line. Enquiries by phone will not be accepted.

*Please note that the University will be closed on certain dates in August; therefore, it may take some time for us to reply.