

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

Hiring Organization	Employer	School Juridical Person Seikei Gakuen
	Representative	TSUKUDA Kazuo, Chief Executive Director
	Industry	Education and Research
	URL	<a href="https://www.seikei.ac.jp/gakuen/">https://www.seikei.ac.jp/gakuen/</a>
Work Location	Institution	Seikei Gakuen (Seikei University)
	Department	Seikei Institute for International Studies
	Address	3-3-1 Kichijoji-kitamachi, Musashino-shi, Tokyo 180-8633
	Access	JR Chuo Line, Sobu Line or Keio Inokashira Line, Kichijoji Station
	URL	<a href="https://www.seikei.ac.jp/university/">https://www.seikei.ac.jp/university/</a>
Working Conditions	Working hours	Time necessary for the fulfillment of duties not to exceed 40 hours per week.
	Holidays	Sundays, National Holidays, New Year's Holidays, Other days to be determined by Seikei Gakuen
	Smoking policy	No smoking on campus (except in designated smoking areas)
Employment Conditions	Hiring date	April 1, 2021
	Term of office	The contract period shall in principle be up to one year until the end of March. (Subject to review, the contract may be renewed each year for a maximum of five years in total.)
	Probation period	None
	Job description	Successful candidates 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.  Successful candidates will be required to teach a standard number of classes (8 university classes per week) and perform other duties as assigned by the Institute Director. The candidate will be expected to be on campus 4 full days per week.
	Research field	English education (TESOL) or related fields

	Subjects to teach	<p>Courses in the Seikei Liberal Arts Curriculum (English and other related subjects.)</p> <p><a href="https://www.seikei.ac.jp/university/education/culture.html">https://www.seikei.ac.jp/university/education/culture.html</a></p> <p>Seikei International Course and other related courses</p> <p><a href="https://www.seikei.ac.jp/gakuen/siis/lang/ics/">https://www.seikei.ac.jp/gakuen/siis/lang/ics/</a></p> <p><a href="https://www.seikei.ac.jp/university/eagle/landing/">https://www.seikei.ac.jp/university/eagle/landing/</a></p>		
	Qualifications	<p>Degree holders of Master's level or higher preferred. Applicants should be native English speakers or have equivalent English ability. Preference will be given to candidates who have teaching experience at university level or equivalent.</p>		
	Job type	Associate Lecturer (Full-time)	No. of openings	Several openings
Compensation	Financial compensation	<p>(1) Salary: ¥300,000 or ¥350,000 or ¥400,000 per month based on experience,</p> <p>(2) Transportation expenses: Those commuting over 2km each way will be paid the equivalent cost of a six month commuter pass in April and October (for a total of ¥300,000 each).</p> <p>(3) Allowances: Additional allowances paid for classes taught in excess of the standard number of classes</p> <p>(4) Payday: 20<sup>th</sup> of every month</p> <p>(5) Method of payment: Bank transfer</p> <p>(6) Tax deduction: Income tax, Resident tax, Social insurance premium</p> <p>(7) Yearly raise: None</p> <p>(8) Bonus: To be paid in accordance with the finances of the institution and individual work performance</p> <p>(9) Severance Pay: None</p>		
	Research support	<p>Annual individual research budget</p> <p>Shared office space</p> <p>Joint research project budget</p>		
	Social insurance etc.	<p>Social insurance:</p> <p>The Mitsubishi Health Insurance Society (health insurance)</p> <p>Promotion and Mutual Aid Corporation for Private Schools of Japan (pension)</p> <p>Employment insurance</p> <p>Industrial accident insurance</p>		
	Additional benefits	<p>Welfare services provided by The Mitsubishi Health Insurance Society and Promotion and Mutual Aid Corporation for Private Schools of Japan</p>		

Application Process	Application materials	<p>The application must include the following materials in either English or Japanese (*it is not necessary to submit both):</p> <ol style="list-style-type: none"> <li>1. CV and English teaching history/employment history For the CV, please use the designated format, which can be downloaded from the following URL: <a href="https://www.seikei.ac.jp/gakuen/target/recruit/university.html">https://www.seikei.ac.jp/gakuen/target/recruit/university.html</a> (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.)</li> <li>2. Copies of all degree certificates and academic transcripts. (Photocopies are acceptable)</li> <li>3. An outline of your aspirations regarding teaching and research at Seikei University. No specific format; approximately one A4 page.</li> <li>4. A list of publications, copies and abstracts of up to three main research papers or publications. No specific format; approximately one A4 page.</li> </ol> <p>*Applicants may be disqualified if the submitted documents are incomplete. *Although your application documents will not be returned to you, the application information will be appropriately managed by the Institute.</p>
	Application deadline	Monday, September 7, 2020 (Application materials must arrive by the deadline)
	Contact information	<p>[Mailing address for application submission] 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 [Contact address for inquiries] e-mail <a href="mailto:siis-personnel@jim.seikei.ac.jp">siis-personnel@jim.seikei.ac.jp</a></p>
	Notice for submitting documents	Please print (in red ink) “Contains application documents for the SIIS full-time instructor position (English)” on the envelope.

	Selection and Schedule	<p>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.</p> <p>[Schedule]</p> <ol style="list-style-type: none"> <li>1. Preliminary screening (application documents only) Results will be communicated by mid-October.</li> <li>2. Second screening (interviews) Interviews are expected to be held on campus on October 10th. However, due to the Covid-19 situation, the location (i.e. online rather than on campus) and date may be subject to change.</li> <li>3. Third screening (interview) Expected to be held between Tuesday, October 13 and Monday, October 19. Successful applicants from the second screening will be contacted individually.</li> <li>4. Final selection confirmation expected by mid-November.</li> </ol>
Notes	Note 1	Seikei University may recruit for part-time English instructors from November to March once this full-time position has been filled. Applicants hoping to apply for such positions also should indicate their interest in the appropriate space on their resume (please see the Japanese CV format). If they do, they will be automatically considered after November.
	Note 2	<p>For further information concerning the application and position, e-mail <a href="mailto:siis-personnel@jim.seikei.ac.jp">siis-personnel@jim.seikei.ac.jp</a>. Please include “Regarding SIIS full-time instructor position (English)” in the subject line. Enquiries by phone will not be accepted.</p> <p>*Please note that the University will be closed on certain dates in August; therefore, it may take some time for us to reply.</p>