

December 20, 2016

Akira ANDO

Director of Center for Culture and Language Education
Institute for Excellence in Higher Education, Tohoku University

Job Announcement

To whom it may concern;

Institute for Excellence in Higher Education, Center for Culture and Language Education, TOHOKU UNIVERSITY seeks native speakers of English as part-time lecturers who are expected to teach general and practical English courses in the General Education Program on Kawauchi-Kita Campus. Please inform your institute's officials regarding our search information. All qualified applicants are encouraged to apply. Tohoku University is committed to the promotion of gender equality.

1. Qualifications:

- 1) Native speaker of English (without regard to country of origin)
- 2) Master's degree or its equivalent is required.
- 3) TESOL, TEFL certification is preferred.
- 4) Experience in teaching English at the university level is preferred.
- 5) Residence within or around Sendai city is preferred.

2. The Number of Persons to Be Recruited:

Several persons

3. Starting Date:

On April 1, 2017

4. Application Materials:

Applicants should submit the following set of documents:

- 1) A Curriculum Vitae with education and employment history and with a photo which has been taken within the last three months. No specified form.
- 2) A list of educational and academic achievements. For each of the education achievements, please specify the name of the institution(s), the period, the number of the classes per week, and the name and summary of the course(s).
- 3) A list of the days of the week and the time slots when you are able to teach part-time for each of the following periods: from April through the beginning of August, 2017, and from October, 2017 through the beginning of February, 2018.
- 4) Teaching materials of your own making, documents concerning your teaching plans including syllabuses, video materials in which your classes are recorded, and so on, which are useful for our evaluation of the applicant.
- 5) A letter of recommendation, or the name, institution, and contact address of the reference person.

5. Submission of Application Materials:

- 1) Application Due Date: January 16 (Mon.), 2017
- 2) The application materials should be submitted via registered mail or home delivery service (*takuhaibin*), using the following address:

Educational Affairs Section in Education and Student Services Division, Tohoku University, 41 Kawauchi, Aoba-ku, Sendai City, Miyagi Prefecture, 980-8576,

Please indicate clearly on the envelope that you are applying for the “Part-time English Lecturer Position.” Please note that the application materials will not be returned.

6. Selection Schedule:

- 1) Applicants will be notified about the results of document selection by the end of January, 2017.
- 2) The short-listed candidates will be interviewed (required to visit Kawauchi-Kita Campus, Tohoku University at their own expense). The interview includes a short demonstration of your teaching. The details of the interview will be announced to the short-listed candidates.

7. Contact:

For queries about the position, please contact Prof. Yoshio Kitahara, Institute for Excellence in Higher Education, Center for Culture and Language Education.

E-mail: kitahara*m.tohoku.ac.jp (Replace * with @ when e-mailing.)

INFORMATION

1. English Courses in General Education Program

Our General Education English Program is mainly composed of the following required courses.

English A: for first-year students; general exercises for reading English texts; aiming to improve students' ability to read English texts with accuracy and rapidity and expand their vocabulary.

English B: for first-year students; general exercises for communicating in English; aiming to improve students' ability to communicate and express their thoughts in English, through various activities involving exercises in listening, writing, speaking, and so on.

English C: for second-year students; exercises in practical English; aiming to further improve students' ability to command English, fostered in "English A" and "English B" courses, and to develop higher-level communication skills in English.

For the respective courses above, a couple of advanced classes and classes for repeaters are offered in addition to regular classes. Also, a couple of "Practical English Skills (PES)" classes, which are interchangeable with "English C" classes, are offered. PES classes are small-sized (twenty students at the maximum), are taken charge of mainly by native speakers of English, and aim to improve students' presentation skills through intensive exercises.

2. Term of Employment and Pay

- 1) Yearly contract. Renewable under the related regulations of Tohoku University.
- 2) 12,000 JPY per class. Transportation expenses are reimbursed only for the commute from within or around Sendai city.

3. Workload

Four 90-minute classes per week at the maximum.

4. Others

Part-time lecturers should attend faculty development seminars, English teachers' meetings, and so on. Please remember that the rewards for these occasions may not be given and that the transportation expenses on these occasions may not be reimbursed.