

20 July 2023
Masahiro Yamaguchi
Tohoku University
English Teaching Committee Chairperson

Job Announcement

The Tohoku University Institute for Excellence in Higher Education, Center for Culture and Language Education seeks fluent speakers of English as part-time lecturers. Successful applicants will be expected to teach English courses, as prescribed by the Center's Common English Curriculum, for the General Education Program. Classes will be conducted at the Kawauchi-Kita Campus in Sendai City. 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) Fluent 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 200 km or 3 hours commute of Sendai city is preferred.
- 6) Full cooperation with the Center's Common English Curriculum.

2. The Number of Persons to Be Recruited:

Several persons

3. Starting Date:

01 April 2024

4. Application Materials:

Applicants should submit the following set of documents:

- 1) A Curriculum Vitae with education and employment history, along with a list of publications related to TESOL/TEFL (if applicable), and a photo taken within the last three months. No specified form.
- 2) 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 01 April 2024 through the beginning of August 2024 and from 01 October 2024 through the beginning of February 2025.
- 3) The name, institution, and contact address of a reference person.

5. Submission of Application Materials:

- 1) Application Due Date: Received by 26 September (Tue) 2023
- 2) The application materials should be submitted via email to the following address:

spring.ryan.edward.c4@tohoku.ac.jp

Please write in the subject line: “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 October 2023.
- 2) The short-listed candidates will be interviewed at Tohoku University, Kawauchi-Kita Campus, Sendai or online. Transportation fees for the interview cannot be provided. The interview may include 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:

Ryan Spring
Associate Professor
Tohoku University
Institute for Excellence in Higher Education
Center for Culture and Language Education
E-mail: spring.ryan.edward.c4@tohoku.ac.jp

INFORMATION

1. English Courses in General Education Program

Please reference the following website to view the Center's Common English Curriculum:

(<http://www.ccle.ihe.tohoku.ac.jp/section/english/>)

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

Up to four 90-minute classes per week.

4. Other Duties

Part-time lecturers should attend faculty development seminars, English teachers' meetings, and so on. Depending on the circumstance, remuneration and transportation expenses may not be available for these occasions