

Practical English Full-time Instructors

Job Information

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| Title: | Practical English Instructor |
| Outline: | <p>The Practical English Center oversees English education at Yokohama City University. All students must achieve 500 on the ITP-TOEFL before beginning their third year classes. To help the students achieve this goal YCU is hiring highly qualified TESOL professionals.</p> <p>Duties: Teach ten 90 minute classes per week in two 15 week semesters. Counsel students outside of class. Participate in center meetings. Assist in creation of course materials. Administer the ITP-TOEFL six or seven times per year on Saturdays. The language of instruction in all Practical English classes is English. Instructors are expected to be on campus during class break periods and are required to teach extra classes during these periods including some classes for the Extension Center.</p> <p>Benefits: Small classes of 20-25 students. Clear objectives. Paid holidays. Four day work week.</p> |
| Institution: | Yokohama City University |
| Department: | Practical English Center |
| Type of institution: | Public University Holding Company |
| Location: | <p>Kanazawa-Hakkei Campus: 22-2 Seto, Kanazawa-ku, Yokohama-shi</p> <p>Fukuura Campus: 3-9 Fukuura, Kanazawa-ku, Yokohama-shi</p> |
| District: | Kanto Koshinetsu district |
| Job title: | Instructor |
| Rank: | Full-Time (Temporary) |
| Number of positions: | 4 |
| Research field: | Human science – linguistics |
| Qualifications: | <ol style="list-style-type: none"> 1. A master's degree in TESOL, English education or a highly related field, or equivalent knowledge or experience. 2. Native speaker of English or near native speaker ability. <ul style="list-style-type: none"> • For non-native speakers of English preference will be given to those who are able to presents us with a TOEFL score report of 600 or its |

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| | <p>equivalent which is no more than two years old.</p> <ol style="list-style-type: none"> 3. Experience teaching at the college level preferred. 4. Conversational Japanese ability preferred for non-Japanese applicants. 5. Preference will be given to applicants with relevant experience. | | | | | | |
| Deadline for applications: | <p>October 31, 2022</p> <p>The application period may be extended depending on the status of applications.</p> | | | | | | |
| Starting date: | April 1, 2023 | | | | | | |
| Application materials: | <ol style="list-style-type: none"> 1. Resume including a list of publication with recent photograph (Please download the YCU English resume and publication forms. Only resumes in this official format will be reviewed. No handwritten resumes accepted.) Original & 2 copies 2. A short essay describing your teaching experiences (no more than 500 words) Original & 2 copies 3. Two letters of recommendation 4. Non-native speakers should include a test score report indicating their current English ability. Original & 2 copies <table border="1" data-bbox="571 1261 1321 1361"> <tr> <td>resume</td> <td>Word</td> <td>PDF</td> </tr> <tr> <td>publication</td> <td>Word</td> <td>PDF</td> </tr> </table> <p>Send the application package to the following address: Jinjika 22-2 Seto, Kanazawa-ku, Yokohama-shi, Kanagawa-ken, 236-0027</p> <p>*Application must not be submitted in hand.</p> <p>Please clearly indicate “Application for Instructor’s Position” in red on the envelope. Please note that application documents will not be returned.</p> | resume | Word | PDF | publication | Word | PDF |
| resume | Word | PDF | | | | | |
| publication | Word | PDF | | | | | |
| Selection process: | <p>Applications will be screened and short-listed candidates will be contacted for interviews. Interviews will be held around mid-November 2022.</p> <p>Candidates who are invited to interviews will not be reimbursed for travel expenses.</p> | | | | | | |
| Notification of decision: | <p>Final decisions will be made in mid-December 2022 and candidates will be notified of the results shortly</p> | | | | | | |

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| | after this date. |
| Contact address: | 22-2 Seto, Kanazawa-ku, Yokohama-shi, Kanagawa-ken, 236-0027 |
| Position of contact person: | Director of Practical English |
| E-mail: | pecenter@yokohama-cu.ac.jp |
| TEL: | |
| FAX: | |
| URL/Attached files: | http://www.yokohama-cu.ac.jp/en/about/careers/pe/ |
| Additional information: | This is a one year contract position. The contract will be renewable twice for a maximum of three years. *After three years the employee can reapply to this position. If the employee passes a tenure evaluation after five years of continuous employment, he/she will receive tenure. An annual salary of approximately 4,800,000 yen will be paid (before taxes and other standard deductions). |