

## Practical English Full-time Instructors

### Job Information

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:	2
Research field:	Human science – linguistics
Qualifications:	<ol style="list-style-type: none"> <li>1. A master's degree in TESOL, English education or a highly related field, or equivalent knowledge or experience.</li> <li>2. Native speaker of English or near native speaker ability. <ul style="list-style-type: none"> <li>• For non-native speakers of English preference will be given to those who are able to presents us with an iBT-TOEFL score report of 80 or its</li> </ul> </li> </ol>

	<p>equivalent which is no more than two years old.</p> <ol style="list-style-type: none"> <li>Experience teaching at the college level preferred.</li> <li>Conversational Japanese ability preferred for non-Japanese applicants.</li> <li>Preference will be given to applicants with relevant experience.</li> </ol>				
Deadline for applications:	<p>September 2, 2024</p> <p>The application period may be extended depending on the status of applications.</p>				
Starting date:	April 1, 2025				
Application materials:	<ol style="list-style-type: none"> <li>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.)</li> <li>A short essay describing your teaching experiences (no more than 500 words)</li> <li>Two letters of recommendation</li> <li>Non-native speakers should include a test score report indicating their current English ability.</li> </ol> <table border="1" data-bbox="715 1137 1241 1236"> <tr> <td>resume</td> <td>Word</td> </tr> <tr> <td>publication</td> <td>Word</td> </tr> </table>	resume	Word	publication	Word
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To apply:	<p>Application documents are to be submitted by uploading data.</p> <ol style="list-style-type: none"> <li>Please fill in the required fields in Forms and submit your entry.  <a href="https://forms.office.com/r/dHZJjTZqkc">https://forms.office.com/r/dHZJjTZqkc</a>  ** Entry Deadline: August 26, 2024, 12:00 (noon)  ※Japan time</li> <li>We will contact you shortly with the address for uploading your application materials.  ** Upload Deadline: September 2, 2024, 12:00 (noon) ※Japan time</li> <li>Once uploaded, please send an email to the address below with the subject line "Call for Faculty Positions (Practical English Instructor)" for confirmation.  E-mail: <a href="mailto:cy_jinji@yokohama-cu.ac.jp">cy_jinji@yokohama-cu.ac.jp</a>  ** Submitted documents will not be returned. We will responsibly discard the materials after the selection process is completed.</li> </ol>				

Selection process:	Applications will be screened and short-listed candidates will be contacted for interviews. Interviews will be held around mid-September 2024. Candidates who are invited to interviews will not be reimbursed for travel expenses.
Notification of decision:	Final decisions will be made in late October 2024 and candidates will be notified of the results shortly 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:	<a href="http://www.yokohama-cu.ac.jp/en/about/careers/pe/">http://www.yokohama-cu.ac.jp/en/about/careers/pe/</a>
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. If the applicant fails the examination, the employment will be terminated upon expiration of the contract period. An annual salary of approximately 4,800,000 yen will be paid (before taxes and other standard deductions).