

Utsunomiya University
Liberal and General Education Center
Part-time Positions Announcement

Utsunomiya University is inviting applications for part-time English teaching positions beginning on October 1, 2011.

Institution: Utsunomiya University, Liberal and General Education Center
Location: 350 Mine-machi, Utsunomiya, Tochigi 321-8505 JAPAN

Position: Part-time Lecturer (Hijokin-Koshi)
Appointment Date: October 1, 2011
Contract Specifications: Six-month contract, renewable upon mutual agreement
Duties and Responsibilities: 1) Teaching 3 to 6 English courses (such as Integrated English, Media English, Essay Writing, and TOEIC)
Mondays and/or Tuesdays
2) Attending a meeting once each semester
3) Attending activities held by the Liberal and General Education Center
Salary: Based on the regulations of Utsunomiya University

Qualifications: 1) MA in TESOL, Applied Linguistics, or related field is preferred
2) Native-speaker of English with communicative competency in the Japanese language
3) Experience in teaching English as a Second/Foreign Language is preferred

Application Materials: 1) Resume with a photo
2) List of publications
3) Reprints or photocopies of three major publications
4) List of educational activities and social contributions
5) 1 page statement of educational plans regarding TEFL at Utsunomiya University
6) Copy of diploma for highest degree attained

* Application materials should be sent by registered mail.

* Application materials sent by e-mail will not be accepted.

* Application materials received will not be returned even when the applicant is not selected.

* Application materials will not be used for purposes other than search and selection.

Application Address: Mr. Jun Tsukamoto
Director, Liberal and General Education Center
Utsunomiya University
350 Mine-machi, Utsunomiya, Tochigi 321-8505 JAPAN

Deadline: August 17, 2011

Selection Process: Stage 1: Selection based on review of application forms
Stage 2: Interview and evaluation of model teaching
(Travel expenses will not be reimbursed.)

Notification of Decision: Applicants will be informed of the results by mail immediately after the selection process has been completed.

For Further Information: Please contact Mr. Byron Benner by e-mail.
(benner@cc.utsunomiya-u.ac.jp)