

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

Utsunomiya University is accepting applications for part-time positions of English Clinic Trainer beginning on April 1, 2012.

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

Position: Part-time English Clinic Trainer (Hijokin- Koshi))
Appointment Date: April 1, 2012
Contract Specifications: One year contract, renewable upon mutual agreement
Duties and Responsibilities: 1) Tutoring students (Oral English, Pronunciation, and Composition)
Once a week (Wednesday, Thursday, or Friday)
8:50 am ~17:40 pm (12:00 ~ 12:50 lunch break)
2) Attending a Faculty Development meeting once a year
3) Attending Open Campus once or twice a year
4) Attending other activities held by the Liberal and General Education Center

* The program outline can be seen at the following URL Sites:
<http://www.utsunomiya-u.ac.jp/info/uunow/uunow-pdf/uu23/2.pdf>
<http://www.utsunomiya-u.ac.jp/academic/pdf/epuu.pdf>

Salary: Based on the regulations of Utsunomiya University

Qualifications: 1) Bachelor's degree (TESOL, SLA, 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 (if any)
 3) Reprints or photocopies of three major publications (if any)
 4) 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 if the applicant is not selected.

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

Application Address: Dr. Michiko Egawa
 Co-Director, Liberal and General Education Center
 Utsunomiya University
 350 Mine-machi, Utsunomiya, Tochigi 321-8505 JAPAN

Deadline: November 30, 2011

Selection Process: Stage 1: Selection based on review of application forms
 Stage 2: Interview

(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)