

<b>Title</b>	Opening for One full-time Faculty Position in TESOL
<b>Institution</b>	Chugokugakuen University
<b>URL of institution or department</b>	<a href="http://www.cjc.ac.jp">http://www.cjc.ac.jp</a>
<b>Department</b>	International Liberal Arts
<b>Institution type</b>	Private university
<b>Job posting URL</b>	
<b>Content of job information</b>	<p>Chugokugakuen University (CGU) is a private institution set on the western outskirts of Okayama City and shares its campus with Chugoku Junior College. Together, there are approximately 1,400 students across various faculties offering programs at the Associate, Undergraduate and Postgraduate degree levels.</p> <p>Job details:</p> <p>The successful applicant will teach Integrated English A–D, Business English, Writing, Writing B, Basic Seminar I and II (dissertation preparation) and Technical Seminar I and II (dissertation supervision) within the Faculty of International Liberal Arts, plus English II for the Department of Nutrition. These courses are spread over nine (90-minute) lessons per week in the spring semester and seven lessons in the autumn semester. S/he will also attend departmental and faculty meetings and participate in campus-wide committee work and occasional events on weekends such as Open Campus, Symposia and Admissions Office interviews.</p> <p>Address and location</p> <p>Niwase 83, Kita Ku, Okayama City, Okayama Prefecture, 701-0197. The nearest JR station is Niwase, approximately 12 minutes on foot from the campus.</p> <p>Job title</p> <p>Full-time Associate Professor or Lecturer, dependent upon the successful applicant's qualifications, academic achievements and relevant experience.</p> <p>Number of positions: One</p> <p>Starting date: April 1st, 2020</p>

Research field	1. Area (Discipline)	Social Sciences (Management)
	2. Area (Discipline)	Humanities (Linguistics)
Job type	1.	Associate Professor/Lecturer (full-time) level
Employment status	Full-time, non-tenured	
Work location	Chugoku district – Okayama	
Qualifications	<b>Required qualifications:</b> <ol style="list-style-type: none"> <li>1. be a native speaker of English, or have equivalent language skills;</li> <li>2. hold a Masters degree in TESOL (or related field), though an MBA is preferred;</li> <li>3. have at least three publications;</li> <li>4. currently reside in Japan and have a long-term visa.</li> </ol>	
	<b>Preferred but not required skills/experience:</b> <ol style="list-style-type: none"> <li>1. have at least functional Japanese language proficiency sufficient to communicate with departmental and office staff to fulfill teaching and administrative duties;</li> <li>2. have experience teaching at the university level;</li> <li>3. have experience using active learning pedagogies such as Project-Based Learning or CLIL;</li> <li>4. have experience using online learning systems such as Moodle, XReading, MReader or Cambridge LMS.</li> </ol>	
Compensation	Salary: In accordance with CGU's employment regulations.	
	Working hours: In accordance with CGU's employment regulations but basically Mondays – Fridays, 8:45 am – 5:30 pm.	

	<p>Holidays: Twenty paid (nenkyu) days per annum, all or part of which can be carried over to the following academic year, up to a maximum of 40 days.</p> <p>Period of employment: A probationary three-year contract with reappointment for two additional three-year contracts (totalling nine years) dependant upon successful performance reviews at the end of each contract period.</p> <p>Social Insurance: Coverage by Promotion and Mutual Aid Corporation for Private Schools of Japan (PMAC), workers' compensation, etc.</p> <p>Travel and accommodation allowances: Available in accordance with CGU's employment regulations.</p> <p>Research allowance: A modest research allowance (kenkyuhi) is available.</p>
<b>Application period</b>	<p>Deadline for receipt: 2020/01/23 – 2020/02/21</p> <p>The application period may be shortened if a suitable candidate is found before the stated closing date, so those interested are advised to apply as soon as possible.</p>
<b>Application /selection /notification of result /contact details</b>	<p>Send the following completed documents in English to Associate Professor Paul Moritoshi, either by registered post to the above postal address, or by email to the email address shown below. Please write "Application for full-time vacancy" on the envelope or use that as the email's title:</p> <ol style="list-style-type: none"> <li>1. A curriculum vitae, using the attached file 'Form #1 Curriculum vitae (English).doc'.</li> <li>2. A brief sample list of your original classroom materials and activities to showcase your work, using the attached file 'Form #2 Classroom materials and activities (English).doc'.</li> <li>3. A complete record of published work and presentations, using the attached file 'Form #3 Record of published work and presentations (English).doc'. Subdivide the information to show books, papers,</li> </ol>

awards, patents, conference and local presentations, etc. separately.

4. A list of membership of, and activities within relevant academic and/or professional organisations, using the attached file 'Form #4 Record of activities with academic and professional societies (English).doc'.

5. A cover letter describing why the applicant's knowledge, skills, qualifications and experience make them appropriate for the position within the International Liberal Arts Department at CGU.

6. Photocopies of any relevant certificates. Please do not send originals.

7. A copy of at least three publications with the full bibliographic reference for each, using the APA bibliographic referencing system.

If you have any questions regarding these application materials, please call or write to the contact person shown below.

Application documents cannot be returned.

Please do not send any documents by fax unless specifically requested to do so.

Personal information will remain confidential.

After documentary screening, the shortlisted candidate(s) will be invited to interview on campus at the end of February or the beginning of March.

Postage and transportation costs associated with the application cannot be reimbursed by CGU.

Applicants will be notified of the selection result by email as soon as possible.

Contact person: Associate Professor Paul Moritoshi, Department of International Liberal Arts, Chugokugakuen University

E-mail address: paulmoritoshi@cjc.ac.jp

Phone number: 086-293-3313. At the automated prompt, enter the extension number 413. Alternatively, call the campus switchboard on 086-293-1100 (Japanese only).

**Attached documents**

1. [Form #1 Curriculum vitae \(English\).doc](#)
2. [Form #2 Classroom materials and activities \(English\).doc](#)
3. [Form #3 Record of published work and presentations \(English\).doc](#)
4. [Form #4 Record of activities with academic and professional organisations \(English\).doc](#)