

Kwansei Gakuin University's School of International Studies Invites Applications for Instructors of English as a Foreign Language (IEFL)

1. Number of Position Available:

One full-time contract Instructor of English as a Foreign Language (IEFL)

2. Employment Period:

April 1, 2025 – March 31, 2026

The employment contract is for one year, and is renewable up to four times (until March 31, 2030).

However, for applicants who have worked at Kwansei Gakuin within six months prior to April 1, 2025, the term of contract may be restricted according to "Rules and Regulations for Term Limits on Fixed-term Employment Agreements."

Mandatory retirement age of Kwansei Gakuin University is 65 for an Instructor of English as a Foreign Language (IEFL).

3. Responsibility:

English language skill- and content-based courses as well as other required courses, special English classes, examination-related duties, and other assigned tasks

4. Duties:

Ten 100-minute classes per week each semester

Ten administrative duty hours per week during the school term

Fifteen administrative duty hours outside the school term

5. Position Available at:

KGU School of International Studies

6. Salary and Benefits:

Approximately 430,000 yen per month (5,270,000 yen per year), health insurance (Private School Mutual Aid), unemployment insurance

Other benefits, including research/travel subsidies and paid holidays, are provided in accordance with university regulations.

7. Qualifications:

(1) Native competency in English

(2) MA or Ph.D. in TESOL, Applied Linguistics or other related fields

(3) Minimum of one academic publication

(4) Teaching experience for one year or longer at the university level

(5) Experience or interest in developing and managing English education curriculums preferred

8. Application Documents:

(1) Resume/CV (free format, photo required)

A list of research achievements (Please indicate with © the three major achievements.)

(2) Degree certificate (photocopy also accepted)

(3) A statement of the applicant's career objectives and perspectives on teaching English at the School of International Studies (In English, one A4 page)

(4) Two or more letters of recommendation in sealed envelopes

(5) A 5- to 10-minute teaching DVD

Personal information provided in the application documents will be used and stored for Kwansei Gakuin University to achieve its purpose of selecting candidates for the position. When the selection process is complete, all personal information will be securely disposed of at the responsibility of the University.

9. Application Deadline:

Please ensure that all application materials arrive by Thursday, July 18, 2024.

10. Selection:

After screening of the application materials, short-listed applicants will be invited to an interview.

11. Results:

The results will be sent to each of the applicants when the selection process is complete.

12. How to submit (documents other than (4) letters of recommendation and (5) DVD):

Please submit all application documents to JREC-IN Portal (<https://jrecin.jst.go.jp/seek/SeekTop?ln=1>). When you get to the top page of JREC-IN, scroll all the way down to the last page and find *About JREC-IN Portal*. Then click *Help*. When you get to *Help* page, find another *Help* in the middle. You will then see *User's manual*. Please follow the instructions in it.

13. Where to send letters of recommendation and DVD:

Please send your application materials via registered mail to:

IEFL Hiring Committee

KGU School of International Studies

1-155 Uegahara Ichibancho, Nishinomiya, Hyogo, 662-8501 Japan

Please indicate "Letters of recommendation & DVD for IEFL position" in red ink on the envelope. Submitted documents will not be returned.

14. Contact:

KGU School of International Studies at: kgusis@kwansei.ac.jp