

Associate Lecturer of English Position - Kwansai Gakuin University

The School of Policy Studies of Kwansai Gakuin University, located on the Kobe-Sanda Campus in Hyogo, Japan, invites candidates for one Associate Lecturer of English (ALE) position with a contract date commencing September 25, 2007. Contracts are for one year, renewable by mutual agreement for a maximum of four years.

JOB DUTIES

The English Communication (EC) Program, with a coordinated curriculum, is rigorous and challenging. The successful candidates will offer fresh approaches and ideas based on sound second language acquisition principles as they work closely with the other ALEs and dedicated part-time faculty. Each ALE's duties include eight to ten 90-minute classes each week, in addition to coordinating a program course each semester. Course coordination involves:

- creating and improving course materials
- ensuring adherence of materials to course goals and objectives
- providing materials and lesson plans to course teachers
- liaising with fellow teachers regarding course planning and other issues
- determining assessment criteria and processing grades

Other duties involve:

- working with teachers and staff in responding to student needs
- monitoring the program continually for its effectiveness in promoting student learning
- designing and teaching a theme-based Special Topics course
- participating in important campus events
- attending and participating in regular coordination meetings with the ALE team
- participating in hiring full-time and part-time teachers

QUALIFICATIONS

- MA in a relevant discipline (e.g., TESOL, Applied Linguistics, etc.)
- minimum two years university-level teaching experience
- experience coordinating other teachers or working in a coordinated program
- experience in curriculum design and materials development for other teachers
- demonstrated ability to function effectively as part of a team
- evidence of commitment to professional development
- native or native-like proficiency in English

REMUNERATION

- competitive salary, with ample research and conference allowances
- subsidized housing and health insurance
- reimbursement of pre- and post-contract transportation to and from Japan
- partial reimbursement of shipping costs
- no travel allowance for dependents

UNIVERSITY INFORMATION

Kwansai Gakuin University, founded by Canadian Methodist missionaries, is among the best private universities in Japan. The main campus of the university is located in Nishinomiya, between Kobe and Osaka. The School of Policy Studies (SPS) is located on the newer Kobe-Sanda campus (KSC) in the nearby and greener city of Sanda. SPS has already established itself as a school with an excellent English program and computer education, and many students choose SPS for these reasons. Equipment and facilities are generally excellent, and are used extensively in the EC Program.

CURRICULUM INFORMATION

The EC Program is a six-semester, English for Academic Purposes program, in which all courses are coordinated: materials, activities, assignments, and grading are systematized in terms of topics and skills to ensure quality and consistency for all students, whatever their level of English. Topics include current environmental, international, political, cultural, and social issues to support content course work. Students are required to complete four semesters of core courses (EC1-EC4) during their first two years. Third-year students may take EC5 elective courses that feature a variety of topics (e.g., journalism, culture, business, drama, travel, and film).

APPLICATION PROCESS & SCHEDULE

May 5, 2007: Deadline for submission of the following items via e-mail attachment to alepositions@ksc.kwansei.ac.jp in either Microsoft Word or Adobe PDF format:

- (1) Curriculum Vitae (using the format below) of no more than 4 pages (including addendum)
- (2) names and contact information of three referees

Note: In the subject line, please write: *2007 ALE position <your given name><your family name>*

Beginning of May, 2007: Notification of result of initial application

Successful candidates will be asked to make a 10-minute video in response to set questions.

Beginning of June, 2007: Notification of result of video screening

Successful candidates will be invited to interview in person.

June 2007: Interviews will be conducted on the Kobe-Sanda Campus.

Only CVs submitted in the specified format by the May 5th deadline will be considered.

FORMAT FOR CURRICULUM VITAE

Name

Address (for written correspondence and airfare calculation)

Telephone

E-mail

Date of birth

Nationality

Education

EFL/ESL related qualifications

month/year--month/year, school, city

qualification attained, field of study, year completed

Other post graduate qualifications

month/year--month/year, school, city

qualification attained, field of study, year completed

Other qualifications

month/year--month/year, school, city

qualification attained, year completed

Employment (In reverse chronological order; indicate full- or part-time)

EFL/ESL positions at universities/colleges/equivalent institutions

month/year--month/year, job title, number of teaching hours per week

school name, city

job duties

Other experiences teaching English

month/year--month/year, job title, number of teaching hours per week

school name, city

job duties

Other relevant work experience (educational management, program coordination etc.)

month/year--month/year, job title, number of hours per week

school name, city

job duties

Publications and Presentations relevant to English language education

Addendum (3 bullet points)

- Your experiences in curriculum and materials development (75-100 words)
- Your teaching philosophy's influence on your materials development (75-100 words)
- Your efforts to develop professionally (75-100 words)