

Call for Applications for a Full-time English Teacher (Department of International Communication) in the field of English Language Education and/or TESOL.

14 June 2021

To Whom It May Concern:

Hokkaido Bunkyo University is announcing a call for a full-time position:

Date of publication: 2021/06/10

Title: Call for Applications for a Full-time teaching position

Institution: Hokkaido Bunkyo University

Department: International Communication, Faculty of International Studies

Institution type: Private university

Content of job information:

The Department of International Communication of Hokkaido Bunkyo University's Faculty of International Studies invites applications for a full-time, non-tenured but renewable position to begin 1 October 2021 or the earliest date after that.

1. Affiliation: Department of International Communication, Faculty of International Studies

2. Position: Associate Professor (junkyoju)

3. Research Field: English Language Education and/or TESOL

4. Subjects:

Department of International Communication:

English I (Speaking & Listening), Networking Communication, English Written Communication II, Integrated English Communication Skills, English for Workplace Communication II, etc.

Department of International Liberal Arts:

English I (Speaking & Listening), Integrated Academic English I, Integrated Academic English II, etc.

Other English related subjects of the university

5. Starting date: The earliest possible date after 1 October 2021 (negotiable)

6. Application deadline: 30 July 2021

7. Contract form: Full-time for three years, non-tenured with the possibility of renewal

8. Requirements and Expectations Candidates Must Meet:

- a) A master's or doctoral degree in a field related to English language education.
- b) At least two years of teaching experience at a higher education institution such as a university in the same subject area as the subjects to be taught.
- c) If you are not a native speaker of Japanese, your level of Japanese must be high enough to be able to perform duties related to the education and other operations of your department and the university.

9. Required application documents:

(Documents must be A4 size, including a CV with a list of educational activities / academic publications, but which must then be put in the required format of our university)

- a) A curriculum vitae (in the required format)
- b) A list of educational activities and academic publications (in the required format)
- c) An essay on your motivation for applying the job (no format), including your approach to education, and so on.
- d) Facial portrait (a photo shoot from your front, wearing no hat, with no background graphic, 45mm in length and 35mm in width.
- e) A copy of document certifying your degree.

Additional information.

- (1) If you have any recommendation letter(s), please enclose.
- (2) Please request the formats of CV and list of academic publications from the e-mail address of the administration office of the university at the end.
- (3) In case you are not selected, all the application documents will be managed properly and disposed of after use. If you wish to have them returned, please enclose a note to that effect.

10. Selection method:

Examination of the application documents. Some candidates will be requested to come to our university for the interview. (Travel fee to be paid at your own expense.)

11. Contact and submission address:

(Please send the application documents by post)

Soumu-bu, Soumu-ka, Jimukyoku,

Hokkaido Bunkyo University,

196-1, Kogane Chuo 5 chome,

Eniwa, Hokkaido, 061-0449

Japan

E-mail: soumu(at)do-bunkydai.ac.jp (please change “(at)” to “@” when you send e-mail.)

Tel: +81 (0)123-34-0019 Fax: +81 (0)123-34-0057

Please write “Application documents for the Department of International Communication” in red on the envelope. If you send from Japan, please use “letter pack light” of the post office.