

Hikomichi Ohta
President
University of Nagasaki

Position Opening

The Faculty of Business Administration, University of Nagasaki invites applications for the position of Special Lecturer of English.

1. Position: English instructor (non-tenured)
2. Number of Positions: One
3. Affiliation: Department of Business Administration, Faculty of Business Administration
4. Areas of Specialization: TESOL or related fields
5. Subjects to be taught:
English classes such as "Oral Communication", "Writing", "Current English" and "TOEIC English".
6. Required Qualifications:
 - 1) Native speaker of English, regardless of nationality
 - 2) MA or above in TESOL or related fields
 - 3) Sufficient communication abilities in Japanese
7. Major Duties:
 - 1) Teaching approximately nine 90-minute classes per week
 - 2) Consultation with students in the office
 - 3) Production of teaching materials, English proofreading, etc.
 - 4) Other duties assigned by the university and the faculty.
8. Date of Employment: April 1, 2017
9. Employment Period: April 1, 2017 to March 31, 2018
(Renewable twice, up to three years, which is subject to mutual agreement between the employee and the university)
10. Employment Conditions, Salary and Benefits:
 - 1) 38 hours and 45 minutes workweek (flexible-time system)
 - 2) Salary: approximately 4,600,000 yen per year (before tax withdrawal)

- 3) Moving expenses, up to 300,000 yen, will be paid when employed.
The amount will be decided on after arrival, with the submission of necessary documents
- 4) Housing: Upon request, a modern university apartment will be provided at about 30,000 yen per month (4LDK: Four rooms with a kitchen and a bathroom)
- 5) Research allowance: Approximately 200,000 yen per year
- 6) A private office in the university building with a PC connected to the Internet and a laser printer

11. Documents to be submitted:

- 1) Curriculum vitae with a 45mm x 50mm photograph attached
- 2) A copy of the diploma or graduation certificate of the last degree
- 3) A list of academic publications
- 4) Two major academic publications/achievements (off-prints or photocopies are acceptable) and their abstracts
- 5) A letter of recommendation or a personal statement (written either in English or in Japanese)
- 6) A recorded description of your self-introduction and teaching methods (or your teaching philosophy) on a CD, a cassette tape, or something similar, for about five minutes in duration

12. Deadline for the application: January 31, 2017

All application materials must arrive at the university by January 31, 2017.

13. Address for Application: Somu-ka, University of Nagasaki, Sasebo
123 Kawashimo-cho, Sasebo-shi, Nagasaki-ken 858-8580 Japan

The application must be sent by registered mail, with 〇Application for Special Lecturer of English〇 (外国人特任講師応募書類) written in red ink on the front of the envelope.

14. Inquiry: Yuichi Yamasaki(Mr.),

Professor, Department of Business Administration, Faculty of
Business Administration
University of Nagasaki
e-mail: yamasaki@sun.ac.jp

15. Other:

- 1) No application materials will be returned.
- 2) Applicants on the recruiting short list will be expected to come to the university for an interview and a demo class of English teaching. Domestic travel expenses will be provided.