

April 20, 2016

University English Instructor Position
Faculty of Letters, Hosei University

The Faculty of Letters, Hosei University, invites applications for a full-time position in the Department of English.

1. Position: Assistant Professor 助教 (Full-time, one-year contract with the possibility of renewal for a total of 5 years maximum upon mutual agreement between the university and candidate)
2. Place of Employment: Department of English, Faculty of Letters, Hosei University
3. Number of Positions: 1
4. Starting Date: April 1, 2017
5. Educational Field: English writing/speaking classes and other English-related classes
6. Job Description: Responsibilities include teaching at least five 90-minute English language courses per week. Successful applications may also be asked to teach a seminar for first-year students, be responsible for graduation thesis advising, and teach general English courses offered outside of the Department of English.
7. Qualifications: Applicants must satisfy the following requirements:
 1. Have a Master's Degree or higher
 2. Exhibit strong enthusiasm to contribute to the Department of English and the Faculty of Letters and show a solid understanding of their educational policies
 3. Undertake all responsibilities enthusiastically
 4. Have a native or native-like level of English proficiency (Position open to all nationalities)
 5. Have sufficient Japanese language abilities to conduct administrative work at Hosei University
8. Application Materials: Applicants must submit the following materials:
 1. CV (make sure it contains a current picture, email address, and that it is signed or stamped with your official seal. If you have any teaching experience, please include a list of courses you have taught.)
 2. List of publications
 3. Three representative publications (originals or copies)
 4. Description of your previous research and your current research plans (written in English, 500 words maximum)
 5. Statement of purpose discussing your educational and administrative contribution to the Department (written in English, 500 words maximum)
 6. Self-addressed envelope (affix an 82 yen stamp)

*For documents 1 and 2, use Hosei University forms, which can be downloaded from http://www.hosei.ac.jp/saiyo/bungaku_bosyu.html

*Submit 4 copies of each document. For documents 1 and 2, be sure to submit the signed/stamped originals and three

- additional copies.
*Application materials will not be returned.
9. Deadline for Applications: All documents must be received by September 10, 2016.
10. Address for Submissions: Faculty of Letters Administrative Office
Hosei University
2-17-1 Fujimi
Chiyoda-ku, Tokyo, 102-8160
- *Write in red ink on the envelope “Application for English Instructor, Department of English”.
*All documents should be sent by registered/trackable mail.
11. Selection Process: Screening of the application documents submitted, interview and demonstration class/lecture.
- *After the screening of the application documents has been completed, short-listed applicants will be invited to the university for an interview and demonstration class/lecture. The interviews and demonstration class/lectures will be scheduled in October.
12. Notification of Result: Results will be sent by post.
13. Salary and Benefits: Salary and benefits will be provided in accordance with the salary scale of Hosei University
14. Contact Address: Faculty of Letters Administrative Office
Phone: 03-3264-9334
Email: jbun@hosei.ac.jp