

Application Information for Full Time Native Speaker Lecturer Position
at Chiba University Center for Language Education

1. Outline: Center of Language Education at Chiba University, Chiba, is seeking a native speaker of English who meets the requirements below, for a full-time teaching position.
2. Contract period: Three years beginning April 1, 2012. Renewable once for three additional years, subject to yearly review.
3. Affiliation: Center for Language Education at Chiba University, Chiba
4. Responsibilities:
 - (1) Working for seven hours 45 minutes per day (38 hours 45 minutes per week) as a full-time teacher
 - (2) Teaching ten 90-minute classes per week (elementary to advanced levels) to students from all departments
 - (3) Participating in entrance examination-related work, educational activities outside of the classroom, materials development, accompaniment of students on study abroad programs, and other international activities. There are no other administrative duties such as attendance at faculty meetings.
5. Qualifications:
 - (1) Native speaker of English
 - (2) Minimum of a master's degree or equivalent
 - (3) Extensive experience in teaching English as a foreign or second language at university level
 - (4) some ability of the Japanese language
6. Salary and benefits:
 - (1) Basic salary: approximately five million yen a year. To be calculated in accordance with the Chiba University salary scale. Others: Allowances for commuting, housing, etc. in accordance with the Chiba University scale
 - (2) Health Insurance: University will pay the employer's share.
 - (3) Moving allowance will be paid only within Japan. There is no allowance for moving at the end of the contract.
7. Required documents: The documents can be completed in English or Japanese.
 - (1) Resume including DOB, academic history, employment history, teaching history, qualifications, contact details, etc. with photograph
 - (2) Complete list of publications and presentations (Please write in order of publication date)
 - (3) Copies of no more than three major publications (one copy for each)
 - (4) Short essay on your aims and objectives regarding English education should you be accepted for the lecturer's position, with reference to your past experience. (Length 2 A4 pages)
8. Deadline: To arrive on or before September 16th 2011 (Fri)
9. Application address: Kyomu-ka, Fuhen Kyoiku-shitsu
Chiba University
1-33 Yayoi-cho, Inage-ku
Chiba-shi, 263-8522
JAPAN

Please submit applications by registered mail (e-mail submissions will not be accepted), with the words “LECTURER APPLICATION” marked in red on the envelope. Applications materials will not be returned.

10. Selection process
 1. Document screening
 2. Interview (includes short presentation). Transportation fees will not be refunded. Scheduled for the second or third week of October. Applicants not available for a personal interview will not be considered.
11. For more information, contact Professor KUBOTA Masahito at kubota@faculty.chiba-u.jp
Please use the following e-mail title: “Chiba FT Job application”.