

## **Job Opening at Fukuoka Women's University**

### **Title**

Job Opening for Full-time Instructor 'Academic English Program (AEP)'

### **Outline**

Fukuoka Women's University invites applications for TWO instructor positions (two-year contract with the possibility of two years' extension, based upon annual evaluation of educational and academic performance).

In April, 2011, the Language Center was opened and started an Intensive Course of English for Academic Purposes. The Instructors will be working in a team situation with experienced faculty. Applicants are requested to state explicitly their intention to begin work on 1 October, 2014.

### **Job title**

Instructor

### **Conditions of appointment**

Two-year contract (with the possibility of two years' extension, based upon annual evaluation of educational and academic performance)

Annual salary is based on university pay scale

### **Content of work**

Areas of research: Teaching English as a Foreign Language (TEFL) and English for Academic Purposes (EAP)

Prospective classes: Academic English Program (AEP) -- Writing, Reading, Listening,  
Oral Communication and Speech Presentation, Advanced English

Other teaching duties: Adding to teaching the classes above, duties related to the management of the Center are included. Participating in the following projects/events is part of the duties.

- (1) Program improvement
- (2) E-learning projects
- (3) TOEFL ITP tests
- (4) International Lounge
- (5) English Lounge
- (6) English Camp, English Village, and other school related events
- (7) Research Projects
- (8) Teaching Material Development
- (9) Office Hours & Teaching Staff Meeting
- (10) Others

### **Qualifications**

Applicants must satisfy all of the following conditions:

- (1) must have an MA or the equivalent, with academic publications.
- (2) must have experience in teaching English at the undergraduate level.
- (3) must have a native-like proficiency of English.
- (4) must have a sufficient level of Japanese proficiency for working at a Japanese university.
- (5) must have an understanding of the aims and policy of the program.
- (6) must cooperate with other instructors to realize the aims of the program under the director's directions.

### **Application deadline**

Application materials must arrive at FWU no later than 7 April, 2014 (Monday).

**Starting date**

1 October, 2014

**Application materials**

Applicants are requested to send the documents listed below in an envelope marked "Academic English Program (AEP)". Please send the materials by registered mail to:

Professor Tsuyoshi Mukai  
Dean, International College of Arts and Sciences  
Fukuoka Women's University, 1-1-1 Kasumiga-oka, Higashi-ku, Fukuoka-shi  
813-8529 JAPAN

- (1) Curriculum Vitae in English with photo and e-mail address (Add Skype user name, if possible.)
  - (2) List of publications with two major publications indicated
  - (3) Explicit statement of your intention to begin work on 1 October, 2014
  - (4) Copies of two major publications with the respective abstracts in English (c. 500 words)
  - (5) Copies of other representative publications
  - (6) Statement about your goals as a teacher and comments on previous teaching activities and social contributions in English (c. 800 words)
  - (7) Letter of recommendation in Japanese or English (including contact information such as an e-mail address)
- \* Send the application materials via postal mail (KAN-I-KAKITOME). Materials sent via e-mail will not be accepted.
- \* The materials will not ordinarily be returned.

**Selection**

Selected candidates will be interviewed. Travel expenses for the campus interview cannot be reimbursed. At the time of the interview, candidates must present a diploma or other documentation of academic degrees received.

**Where to make contact**

For further information regarding this position in general, please send questions to the following e-mail address:

Tsutomu Ohishi  
soumu@fwu.ac.jp

If you have any enquiry about AEP Program, please try to contact with Professor Midori Mashiyama (mashiyam@fwu.ac.jp).

**Additional information**

Under the conditions prescribed for our university reform, the prospective candidate's appointment is to be finalized upon approval by the Ministry of Education, Culture, Sports, Science and Technology.