

# Part-time Teaching Position at Tokyo University of Foreign Studies (TUFS)

**1. Position:** Part-time English language lecturer

**2. Number of Positions:** a few

**3. Term of Contract:**

From April 2024 to March 2025 (renewable)

**4. Duties and Responsibilities:**

- Teaching one or more of the English literature courses
- Teaching one or more of the following English language courses: Interactive English (communication-based English courses for 1st year students and above), Academic English: Skill-based (skill-based English courses for 2nd year students and above), Career English (courses for 3rd year students and above to develop skills for international business communication), English language courses for English majors, English for Academic Purposes for graduate students
- Please refer to the website for more details of our program:  
[http://www.tufs.ac.jp/english/student/lesson\\_course/program/glip/](http://www.tufs.ac.jp/english/student/lesson_course/program/glip/)

**5. Salary:** To be determined according to the university's established pay scale

**6. Qualifications:**

- Native or near-native speaker of English with a master's degree (Applicants for English literature course positions should preferably hold a doctoral degree.)
- Three or more publications
- Teaching experience required
- A background in English literature, either major or diploma, is highly desirable
- Must not be enrolled as a student at any educational institution from the 2024 academic year onwards
- Available for teaching one or more of the following days and periods:

**English literature courses**

- Mondays, 3<sup>rd</sup> period and 4<sup>th</sup> period
- Wednesdays, 2<sup>nd</sup> period, 3<sup>rd</sup> period, 4<sup>th</sup> period, and 5<sup>th</sup> period
- Thursdays, 3<sup>rd</sup> and 4<sup>th</sup> period
- Fridays, 2<sup>nd</sup> period and 3<sup>rd</sup> period

**English language courses**

- Weekdays except for Wednesdays, 4<sup>th</sup> period and 5<sup>th</sup> period
- \*2<sup>nd</sup> period: 10:10 – 11:40 am, 3<sup>rd</sup> period: 12:40 – 2:10 pm, 4<sup>th</sup> period: 2:20 – 3:50 pm,  
5<sup>th</sup> period: 4:00 – 5:30 pm

**7. Application Materials:**

- Full resume (in English or Japanese) with recent photo, including e-mail address and current visa status

- List of publications and research and educational activities (with the titles of the courses taught in the last five years)

\*Please specify 1) possible working hours for each day and 2) the type of English courses you are able to teach (Interactive English, Academic English: Skill-based, Career English, English for English Majors, English for Academic Purposes, or English literature course).

\*Application materials will not be returned.

**8. Application Deadline:**

Friday, December 15

**9. Selection Procedure:**

Short-listed candidates will be invited for an interview in mid to late December on a first-come-first-served basis. The interview will be held online using Zoom. A notice will be sent by e-mail.

**10. Contact Address:**

Application should be sent by e-mail to:

[glip-jinji@tufs.ac.jp](mailto:glip-jinji@tufs.ac.jp)

Naho KAWAMOTO, coordinator of GLIP English courses

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