

**Part-time English teaching positions available at
The University of Electro-Communications**

JOB DESCRIPTION:

The English department of the University of Electro-Communications, a national science university in Chofu, Tokyo, invites applications for part-time teaching positions from April 1st, 2027. The positions are offered for one academic year only, however, renewable positions on a yearly basis by mutual agreement may become available later in the year.

JOB DETAIL:

Teach undergraduate English courses in

Academic Written English (for first-year students on Fridays)

In addition, part-time teachers are expected to work cooperatively in a coordinated English program and participate in faculty development activities of the English department.

QUALIFICATIONS:

- (1) Completion of a Master's degree in TESOL (preferred) or other relevant areas.
- (2) Teaching experience at a university or college for at least one year.
- (3) Publication of at least two refereed academic papers.
- (4) Advanced proficiency in English and ability to teach through English.
- (5) Working proficiency in Japanese is required to deal with the administrative requirements of the university.

SALARY AND BENEFITS:

10,400 yen per one 90-minute koma. This amount includes preparing for class, scoring tests and assignments, communicating with students outside of class, and any other tasks related to the successful completion of this job.

APPLICATION MATERIALS:

- (1) Resume in English, detailing:
 - a. personal background information,
 - b. qualifications
 - c. relevant work experience: please include
 - i. university name
 - ii. department name and
 - iii. specific course titles
 - d. presentations
 - e. publications (indicate whether they are refereed or not)
 - f. other academic research activities
 - g. availability to teach on Tuesdays and/or Fridays during the 2027 academic year.
- (2) Electronic copies of two refereed publications.
- (3) Names and contact details of three referees.

SELECTION PROCESS:

Early submission is recommended as hiring is conducted on a rolling basis. Only short-listed candidates will be contacted for an interview starting in late September or early October. Applications will be accepted after the deadline until positions are filled.

CONTACT:

Send application materials by email to Hiroshi Kohsaka at englishpersonnel-group@gl.cc.uec.ac.jp. In the subject heading type “Application” followed by the applicant’s name.

Deadline: Wednesday, September 30th

Website: https://www.uec.ac.jp/eng/news/job_opening/