

Title		Part-time English Lecturer (Center for General Education) (Subject: English)
Institution		Showa Women's University
URL of department		https://www.swu.ac.jp/faculty/sougou.html
Department		Center for General Education
Content of job information	Job description	<p>In Spring and Fall Semesters, you will teach the following subject:</p> <ul style="list-style-type: none"> -English IA, IIA (Reading & Writing) -English IB, IIB (Listening & Speaking) -English III, IV (Elective classes such as grammar, writing skills, presentation and so on) <p>Class options are as follows:</p> <ul style="list-style-type: none"> ① English IA and IIA held during 1st and 2nd periods on Mondays (2 classes per semester) ② English IA and IIA held during 1st and 2nd periods <i>or</i> during 3rd and 4th periods on Tuesdays (2 classes per semester) ③ English IB, IIB, III and IV held during 2nd and 3rd periods <i>or</i> during 3rd and 4th periods on Thursdays (2 classes per semester) <p>1st period: 9:00 a.m. - 10:30 a.m. 2nd period: 10:40 a.m. - 12:10 p.m. 3rd period: 1:10 p.m. - 2:40 p.m. 4th period: 2:50 p.m. - 4:20 p.m.</p>
	Work location	1-7-57 Taishido, Setagaya-ku, Tokyo, 154-8533 (Nearest station : Sangen-jaya station on the Den-en-toshi line)
	Number of positions	3
	Starting date	April 1st, 2026
Research field		Humanities and Social Sciences, Linguistics
Job type		English lecturer
Employment status		Part-time, one-year contract, renewable upon mutual agreement
Address		1-7-57 Taishido, Setagaya-ku, Tokyo, 154-8533
Qualification		<p>The applicants must fulfill all the following qualifications:</p> <ol style="list-style-type: none"> 1. Must understand school policies and conduct classes accordingly; 2. Research achievements in TESOL/TEFL, Applied Linguistics, or related fields required; 3. Master's degree or above in TESOL/TEFL, Applied Linguistics, or related fields required; 4. More than one year of teaching experience at the university level preferred; 5. Ability to conduct classes in English for students with various levels of proficiency; 6. Native-level proficiency in English with sufficient Japanese ability; 7. Ability to use information and communication technology (ICT) during classes; 8. Must be able to reside in or near Tokyo and have a valid working visa in Japan.
Compensation		According to our university scale
Deadline for application		September 19th, 2025 Deadline for receiving application

<p>Application /selection /notification of result</p>	<p>Documents required:</p> <p>(1) Curriculum Vitae with a recent photo attached</p> <p>Notes: The applicants are advised to download the prescribed CV and list-of publication forms (links below).</p> <p>manual.pdf format (A4) .docx</p> <p>(2) Copy of one representative publication</p> <p>(3) Copy of diploma or degree certificate for your highest-level degree</p> <p>(4) Syllabus of the following subject English IA when you apply for class option ① and/or ②, English IB when you apply for class option ③, English IA or IB when you apply for ① and ③, ② and ③, <i>or</i> ①, ②, and ③ The syllabus must include an outline of the course (approximately 100 words in English) and a brief description of your plan for 15 lessons.</p> <p>(5) An explanation of what you believe you can contribute to English Language Education at Showa Women's University (Approximately one A4 page)</p> <p>(6) Questionnaire about your availability Please indicate the class options which you apply for (free format).</p> <p>*All the application materials you have submitted to us will only be used for the present recruitment.</p> <p>*Documents submitted with your application will not be returned, and will be discarded once the selection process has been completed.</p> <p>Applications methods: JREC-IN Portal web application (pdf data submission) or mail (paper submission)</p> <p>【JREC-IN Portal web application】 Compile all application documents (pdf data) into a single zip file and submit it via the web application on the JREC-IN Portal.</p> <p>【Mail】 Mail all application documents to: Center for General Education, Showa Women's University 1-7-57 Taishido, Setagaya-ku, Tokyo, 154-8533</p> <p>Notes: Please write "Application for English Part-time Position (Center for General Education)" in red on the front side of the envelope with the number of the class option which you apply for (①, ② and/or ③) and send it by registered mail. Application by e-mail will not be accepted.</p>
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	<p>Selection process:</p> <p>(1) Review of application forms.</p> <p>(2) 45-minute interviews with those who have passed the first stage will be held at Showa Women's University Tokyo campus. As part of the interview, the candidate will be asked to perform a 15-minute demonstration lesson. Travel expenses will not be reimbursed.</p> <p>(3) The result will be emailed to applicants.</p> <p>Contact information:</p> <p>Center for General Education, Showa Women's University</p> <p>E-mail: sogo-gaikokugo@swu.ac.jp (The title of the message should read: "Application for Part-time Position (CGE).")</p> <p>*We do not respond to telephone inquiries.</p>
Others	—