

Position		Department of Business Design, Part-Time English Teaching Position	
Institution		Showa Women's University	
URL of department		https://www.swu.ac.jp/faculty/global/business/	
Department		The Department of Business Design	
Content of job information	Content of job information	[Job Details] Oral communication, reading, discussion, and writing courses for 1st, 2nd and/or 3rd year students: "Introduction to Business English," "Business English," "Grammar and Writing," "Reading and Discussion," "Academic Writing." "Advanced English" Spring/Fall semesters 2-4 komas on either of the following days: Tuesdays (1st period:9:00-10:30, 3rd period:13:10-14:40, 4th period:14:50-16:20, 5th period:16:30-18:00), Thursdays (1st period:9:00-10:30, 3rd period:13:10-14:40, 4th period:14:50-16:20, 5th period:16:30-18:00), Fridays (1st period:9:00-10:30, 3rd period:13:10-14:40, 4th period:14:50-16:20, 5th period:16:30-18:00)	
	Work location	1-7-57, Taishido, Setagaya-ku, Tokyo, 154-8533 (Nearest station : Sangenjaya station on the Den-en-toshi line)	
	Number of positions	2 Edited: October 10th	
	Starting date	April 1st, 2026	
Research Field		Humanities & Social Sciences, English Linguistics	
Job type		EFL (English as a Foreign Language) instructor.	
Employment status		Part-time. One-year contract (Renewable)	
Work location		1-7-57 Taishido, Setagaya-ku, Tokyo, 154-8533	
Qualifications		The applicants must fulfill all the following qualifications: 1. Master's degree or higher, in TESOL/TEFL, Linguistics or related areas from an accredited university, or the equivalent level or research achievements. 2. Experience in teaching EFL/ESL at the university level or equivalent 3. Must be able to conduct classes in English to students with various levels of proficiency 4. Must reside within or near Tokyo area 5. Must understand the school policy and conduct the classes in accordance with it. 6. Professional business experiences preferred.	
Treatment		Pursuant to university regulations	
Application period		October 31 th , 2025 (Deadline for receipt)	
Application /selection /notification of result /contact details		[Application materials] (1) Showa Women's University application form (with photo) ※Download from below link. manual.pdf format (A4) .docx (2) Copy of up to 3 representative publications (3) Copy of the diploma or degree certificate for your highest-level degree <u>*Do NOT e-mail materials.</u> <u>*Application form will not to be returned. We may ask the candidates for additional materials if necessary.</u>	

*All the application materials you have submitted to us will only be used for the present recruitment in accordance with our Privacy Protection Policy.

[How to Apply]

[JREC-IN Portal web application \(pdf data submission\)](#) or mail (paper submission)

【[JREC-IN Portal web application](#)】

Compile all application documents (pdf data) into a single zip file and submit it via the web application on JREC-IN Portal Web Application.

【Mail】

Mail all application documents to:

Dept. of Business Design, Showa Women's University

1-7-57 Taishido, Setagaya-ku, Tokyo, 154-8533

*Write “Application for part-time English Teaching Position” in red on the envelope.

*Submit in A4 size, single sided, do not use staplers.

*Please send your application materials by registered post.

[Selection process]

Materials will be read by the selection committee, and only successful applicants will be contacted for an interview by e-mail by early-November. Applicants may be asked to conduct a mock lesson. Travel expenses for the interview are not compensated. CV in our format has to be given to us after the interview.

[Contact]

Dept. of Business Design

Showa Women's University

1-7-57, Taishido, Setagaya-ku, Tokyo 154-8533

e-mail : biz-english-jinji@swu.ac.jp

(*Please write “Part-Time English Teaching Position” in the subject line of the email.)

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