

## 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 five 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 April, 2015.

### 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, Oral Communication and Speech Presentation

Other teaching duties: English Village, English Camp and some other duties related to the management of the Center; maintenance of the English version of University Web Pages

### 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 a work place.

### Application deadline

No later than 28 July, 2014 (Monday).

### Starting date

1 April, 2015

### 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 April, 2015
- (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)

\* 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, please send questions to the following e-mail address:

Tsutomu Ohishi  
soumu@fwu.ac.jp

Questions regarding AEP, please send them to:

Midori Mashiyama  
mashiyam\*fwu.ac.jp (change "\*" to "@")

### **Additional information**