

Recruitment for part-time English instructors, Tokyo College of Music

1. Title Part-time English instructor
2. Number of positions several
3. Starting date April 1 .2018 (renewable each year)
4. Fields English and English Conversation
5. Classes to teach
 Undergraduate English Communication
 Wednesday 2 classes (first period 8:30-10:00; second period 10:10-11:40)
 (Based on unified curriculum and textbook(s). Spring semester 15 times and fall semester 15 times.)
6. Qualifications
 - 1) A person who meets either of the following requirements
 - The applicant must have a bachelor's degree, a master's degree or a doctor's degree. English native speaker or native-speaker equivalent.
 - The applicant must have a master's degree or doctor's degree in English literature or English linguistics with English conversation ability.
 - 2) The applicant must have ability and enthusiasm needed for English education.
7. Compensation According to TCM regulations. Please, make inquiries at the Personnel Department.
8. Deadline September 20, 2017 (Wednesday). All materials must be received no later than the above date.
9. Selection process Short-listed candidates will be notified and interviewed on TCM campus in late September to the beginning of October. (Only short-listed candidates will be informed.) Please note that all costs related to the interview will be borne by the applicant.
10. Application documents (Any resume/CV format is accepted)
 - (1) Resume with a recent photograph attached. Include email address and contact address and telephone number.
 - (2) Education and Research Achievements (Describe achievements related to English education and/or experience living abroad.)

※ No documents will be returned. Personal information of successful applicants will be retained by the college. All personal information of other applicants will be destroyed by the college.
11. Address to send application
 Tokyo College of Music Personnel Department
 3-4-5 Minami-Ikebukuro, Toshima-ku, Tokyo Japan (171-8540)
 TEL 03-3982-3368
 (Send the application documents by registered mail, with "Application for Part-Time English Position" written in red on the envelope.)
12. Contact details Tokyo College of Music Personnel Department
 Email: jinjika@tokyo-ondai.ac.jp
 (Please contact by email only.)