

Teaching Position
Sophia University
7-1 Kioicho, Chiyoda-ku, Tokyo 102-8554

The Department of English Studies in the Faculty of Foreign Studies has an opening for an Assistant Professor (Jokyo) or Associate Professor (Junkyoju) to teach English-language courses and courses related to North American Studies, starting in April 2019.

Application Details and Procedures

Position:

Assistant Professor or Associate Professor. See “Contracts” below.

Contracts:

- a) The Assistant Professor (Jokyo) position is full-time but non-tenured with a limited contract of up to 5 years.
- b) The Associate Professor (Junkyoju) position is tenured.

Starting date: April 1st, 2019

Qualifications:

- a) PhD or PhD candidate, with an academic background and teaching experience in North American Studies in the field of social science (e.g., political science, economics, anthropology, sociology, psychology, human geography, history).
- b) Native speaker or native proficiency in English.
- c) English teaching experience, especially in teaching students with advanced levels of English.
- d) Strong Japanese proficiency preferable.

Duties:

- a) Teaching: Approximately six to seven 90 or 100 minute classes a week (including English language courses) spread over four days with courses in the Department of English Studies, the Faculty of Foreign Studies, and University-wide language and/or liberal arts courses. See the following site for information:
<http://dept.sophia.ac.jp/fs/en/departments/department-of-english-studies/>
- b) Other: Committee work, Orientation Camp, PTA, Open Campus, preparing and participating in Entrance Examinations, and other duties as required by the department and faculty.

Necessary documents:

Include the following documents in your application packet:

- a) Curriculum Vitae (include lists of courses you have taught and/or are teaching currently, academic publications, presentations, and other pertinent achievements)
- b) An essay of about 1,500 words explaining your suitability for the advertised position, addressing your merits and what you think you can contribute to our department and faculty
- c) Copies of 3 publications
- d) 2 letters of reference

Send these documents by postal mail to:

Department of English Studies, Faculty of Foreign Studies, Sophia University
7-1 Kioicho, Chiyoda-ku, Tokyo 102-8554, JAPAN

*Please write “Department of English Studies, Job Application for North American Studies” in red on the envelope.

Application due date: April 20, 2018

Selection Process:

Several applicants will be invited for interviews on Saturday, June 23, 2018.

Some financial assistance may be available for those coming to interview from distant places.

Semesters:

Spring: From April to September with a summer vacation.

Autumn: From September to March with a Christmas-New Year’s break.

Office:

Furnished, with network connection but no computer.

Salary:

In accordance with Sophia University's employment regulations.

Benefits:

Financial assistance is available for moving, housing costs, and dependent family members. A research fund is also provided.

Note: The application and accompanying materials will not be returned.

Sophia University was founded by Jesuit missionaries in 1913, and continues to maintain its ethos of Catholic humanism. It welcomes students and staff without discrimination on grounds of race, religion or sex.

Shinichi Izumi

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