

Part-time English Advisor Position at English Learning Center (ELC), Tokyo University of Foreign Studies

1. Position: Part-time English Advisor

2. Number of position: One or two

3. Term of Contract: From April, 2023 to March, 2024 (renewable)

4. Duties and Responsibilities:

- To engage in Speaking Sessions with students on **Monday or Thursday**, 10:45 - 17:15 (6 hours with a 30 minutes lunch break), excluding August, September, February, and March

- To develop session materials

*TUFS English Learning Center offers various learning programs that support students' English learning. Please visit ELC's web page for details at <https://wp.tufs.ac.jp/elc/>

5. Salary: 3000 yen per hour

6. Qualifications:

1) Native speaker of English or near native level English with a bachelor's degree in English Education, TESOL/TEFL, Education or Linguistics

2) Teaching experience in English at university level is desirable

7. Application Materials:

1) Full resume (in English or Japanese) including e-mail address, possible working days and hours, and current visa status

2) List of publications and research and/or educational activities (with the title of the courses taught in the last five years)

*Application materials will not be returned.

8. Application Deadline: February 3 (Fri.), 2023

9. Selection Procedure:

Qualified candidates will be invited for an online interview in February on a first-come-first-served basis. The online interview will be held via Zoom. A notice will be sent by e-mail.

10. Contact Address:

Application should be sent by e-mail to:

jinji-elc@tufs.ac.jp

Wei-Tung Wang, Coordinator of English Learning Center (ELC)

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