

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

**1. Position:** Part-time English Advisor

**2. Number of positions:** One

**3. Term of Contract:** From April 2024 to March 2025 (renewable)

**4. Duties and Responsibilities:**

- To engage in Speaking Sessions with students on Friday, 10:30 - 17:30 (6 hours with lunch break), excluding August, September, February, and March

- To check and instruct students' writings

- 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:** Friday, January 5, 2024

**9. Selection Procedure:**

Qualified candidates will be invited for an online interview in mid-January 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](mailto:jinji-elc@tufs.ac.jp)

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