



Call for Contract Teaching Staff

Title of Position:	Shokutaku (contract full-time) lecturer to teach English for Academic Purposes (EAP), Content and Language Integrated Learning (CLIL) courses ranging from basic to advanced levels and other English courses.
Positions Vacant:	Several
Institution:	Sophia University Center for Language Education and Research
Address:	7-1 Kioicho, Chiyoda-ku, Tokyo 102-8554
General URL:	http://www.sophia.ac.jp/ *Sophia University was founded by Jesuit missionaries in 1913, and still maintains its ethos of Catholic humanism. However, it accepts students and staff without discrimination on the grounds of religion, race or sex.
Teaching Location:	Same as above
Teaching Requirement:	a. Teaching: Basically eight 100-minute classes a week teaching in the Center for Language Education and Research (The earliest class starts at 8:00). b. Other duties: Committees, curriculum development and other duties required by the center
Starting Date:	April 1, 2024
Semesters:	From April to early August and from late September to early February
Office:	Office (shared) furnished with a desk, a chair, a telephone, and a network plug but no computer
Contract:	Renewable annually up to three years in principle, with a possible additional two-year extension when the university considers it necessary under particular circumstances *Sophia School Corporation runs Sophia University
Salary:	Your salary will be based on Sophia University's rules and regulations.
Benefits:	There are allowances to help move house, to help cover the rent and to help dependent family members. Also, there is a research fund and commuting allowance.

- Qualifications: The applicant must fulfill the following qualifications:
1. Understanding of the University's educational philosophy based on Catholicism
 2. M.A. and above and capable of teaching EAP and CLIL courses
 3. Native or near-native English proficiency
 4. Teaching experience at an institute of higher education preferable
 5. Applicant is able to carry out individual duties such as lectures and research but also exhibits collaborative teamwork capabilities and commitment to faculty administrative duties, among these entrance examination related duties and other duties/activities on behalf of the Center for Language Education and Research.
 6. Applicant is able to carry out administrative duties required by Sophia University.
- Documentation:
1. Resume (Form provided)
 2. A sample syllabus for one semester CLIL course (Form provided)
 3. Two letters of reference
 4. Up to three major academic publications (books/articles)
 5. Copy of your alien registration card (both front and back pages)
 6. Copy of your degree certificate for M.A./Ph.D.
- * Please download the forms 1&2.
*Applications by email only.
Applications via postal mail or submitted in person by the applicant or others will **not** be accepted.
- *Applications should be sent by email to:
Center for Language Education and Research Sophia University
info_cler@sophia.ac.jp
- *The title of mail should be "Application for English Contract Full-time Lecturer Staff 2024."
*Recommendation letters should be sent directly to CLER Office by the recommender with the title of mail "Recommendation Letter for English Contract Full-time Staff 2024."
- Application Deadline: **March 24 (Fri.), 2023**
Applications received after this date will not be accepted.
- Selection Process: We will individually notify those who have passed the first screening about the interview (second screening).
Interview schedule:
May 14 (Sun), 21 (Sun), 27 (Sat)
- Inquiry: Center for Language Education and Research
E-mail: info_cler@sophia.ac.jp