

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

The Department of English Studies has an opening for two full-time contract lecturer positions (*shokutaku-koshi*) to teach English-language courses and specialized content courses, starting in April 2025.

Application Details

Position:

Full-time contract lecturer (*shokutaku-koshi*). See “Conditions” below.

Qualifications:

- (a) MA required, PhD or PhD candidate preferred, in any field related to our department/faculty’s areas of studies, plus strong language-teaching skills, especially in teaching students with advanced levels of English proficiency. Please refer to the following website for information about the research areas of our faculty:
<http://dept.sophia.ac.jp/fs/english/teacher/list>
- (b) Native speaker of English or near-native proficiency in English.
- (c) Some Japanese proficiency preferred.

Duties:

Applicants must fulfil educational, research, and administrative duties in the operation of the department, faculty, and/or the university. Specifically,

- (a) Teaching: Approximately eight 100-minute classes a week spread over four days with courses in both the Department of English Studies and the university-wide Center for Language Education and Research. Successful candidates will be responsible for teaching English language courses as well as specialized content courses. See the following link for information about our curriculum:
<http://dept.sophia.ac.jp/fs/en/departments/department-of-english-studies/>
- (b) Other: Orientation Day, PTA, Open Campus, and other duties as required by the department, faculty, and/or the university.

Necessary documents to be submitted:

- (a) Curriculum Vitae: Use the designated format that can be downloaded from Sophia University’s WEB PILOTI via the link below.
https://piloti.sophia.ac.jp/eng/info/employment/20240228_des/
- (b) An essay of about 1,500 words explaining your suitability for the advertised position, addressing your merits and what you think you can do to contribute to our department and faculty.
- (c) Copies of three publications.
- (d) Two letters of reference.

Application Procedure

1. a) Curriculum Vitae, b) essay, c) copies of three publications: Please send these in PDF format to the department office email address below. The documents must include the full name of the applicant in their file names.

E-mail: dp-engst@sophia.ac.jp

Note: If it is difficult to send complete books in PDF format, please send a PDF file of at least two or three chapters including the first chapter. If your books have been reviewed in any journals, you may also send us the reviews.

2. d) Two letters of reference: Please ask your referees to send their references as PDF files to the office of the Department of English Studies at Sophia via email to the address below. The file names of the reference PDF files must include the name of the applicant.

E-mail: dp-engst@sophia.ac.jp

Application due date: 15 May 2024. (All documents must be received by this date.)

Selection Process:

+Shortlisted applicants will be notified by mid-June 2024.

+Interviews will be held on Saturday, 6 July 2024.

+Some financial assistance may be available for those coming to interview from a distance.

Other information

Semesters:

Spring: From April to September with a summer vacation.

Autumn: From September to March with a Christmas-New Year's break and a spring break.

Office:

Furnished, with network connection but no computer.

Salary:

In accordance with Sophia University's employment regulations.

Benefits:

Financial assistance 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 nationality, race, religion, gender or sexual orientation.

Inquiries:

<Up to the end of March 2024>

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<From 1 April 2024>

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