

Call for Part-time Teaching Staff

Title of Position:	Part-time lecturer to teach academic English (EAP) and Content and Language Integrated Learning (CLIL) courses (see the attached schedule form) ranging from basic to advanced levels
Positions Vacant:	Multiple positions
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. We accept students and staff without discrimination on the grounds of religion, race or sex.
Teaching Location:	(Upon hiring) Sophia University Center for Language Education and Research, Sophia University 7-1 Kioicho, Chiyoda-ku, Tokyo 102-8554 (Scope of Change) The campuses determined by the Sophia School Corporation
Teaching Requirement:	(Upon hiring) Up to two 100-minute classes a week teaching in the Center for Language Education and Research (Scope of Change) Up to two 100-minute classes a week teaching in the Center for Language Education and Research
Starting Date:	April 2026
Semesters:	From April to early August and from late September to early February with a Christmas-New Year break
Office:	A common room for part-time teaching staff is available.
Contract:	Renewable annually up to five years in principle *The maximum period of employment in the new part-time contract can vary depending on personnel planning and curriculum. *Sophia School Corporation owns Sophia University
Salary:	Based on the regulations of Sophia University
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

Documentation:

1. Resume & Academic achievement
2. A sample syllabus for one semester CLIL course
3. Schedule preference form
4. Two letters of reference
5. Copy of your degree certificate for M.A./Ph.D.

* Please download the forms for 1~3.

*Please note that any submission documents not adhering to the specified format will not be eligible for document screening.

*Applications by email only.

Hand delivered ones and posted ones by the applicant or others will not be accepted.

*Applications should be sent by email to:

The Director of Center for Language Education and Research

Sophia University

cler_application-co@sophia.ac.jp

*The title of mail should be "Application for English Part-time Teaching Staff 2026."

*Recommendation letters should be sent directly to CLER Office by the recommender with the title of mail "Recommendation Letter for English Part-time Teaching Staff 2026."

Application Deadline:

August 21 (Thu), 2025

Applications received after this date will not be accepted.

Selection Process:

We will notify those who have passed the first screening individually for interviews.

Interview schedule:

September 11 (Thu), 12 (Fri), 2025

Note:

The interview will be held in person at Yotsuya campus. Please note that transportation fee is not paid.

Inquiry:

Center for Language Education and Research

E-mail: cler_application-co@sophia.ac.jp