

May 9, 2018

JOB ANNOUNCEMENT

The Center for Education of Global Communication (CEGLOC) at the University of Tsukuba is seeking part-time lecturers to teach Spanish during the fall semester of 2018 Academic Year.

1. Work Location:

University of Tsukuba, Tsukuba Campus,
CEGLOC, Foreign Language Education Division
From Tsukuba Station (Tsukuba Express Line / 10-minute bus ride)

2. Responsibilities:

- a. Two or four 75-minute Spanish classes per week on Tuesdays and/or Thursdays* (15 weeks from early October to early February), for mixed groups of Japanese and non-Japanese students, taught in English or Spanish.
*These classes are taught on Tuesdays from 8:40 to 9:55 (basic grammar) and from 13:45 to 15:00 (basic conversation) and on Thursdays from 8:40 to 9:55 (intermediate grammar and conversation) and from 12:15 to 13:30 (basic conversation).
- b. Collection and posting of grade records.
- c. Curriculum development and other duties required by the center.

3. Number of positions: one or two

4. Qualifications

- a. Master's or Doctoral degree.
- b. Native or near-native speaker of Spanish with strong teaching skills in English or Spanish.
- c. Applicants are required not to be enrolled in any university master's or doctoral program from October 2018 onward.
- d. Non-Japanese applicants are required to have a valid working visa in Japan.

5. Documents for application

- (1) Curriculum Vitae (Form 3), including a detailed description of the applicant's educational background, academic and other professional activities, date of birth, nationality, home addresses, telephone number, and email address.
- (2) List of teaching experiences within the last three years (Form 5)
- (3) List of all publications and presentations

Note:

- a. Using Forms 3 and 5 are not obligatory but preferable. The forms are available at

<http://www.cegloc.tsukuba.ac.jp/page/dir000580.html>

b. Submitted materials will not be returned.

6. Salary and benefits:

5270 yens per hour, paid according to the number of classes finished. Each 75-minute class is calculated as 1.5 hour class.

A communication allowance is paid in addition.

7. Term of Employment

From October 2018 to March 2019 (only one semester as for this academic year), with the possibility to continue teaching from April 2019 onward on renewable one-year contract.

8. Selection

Short-listed candidates will be invited for an interview in early August. Travel expenses will not be reimbursed.

9. Deadline for application:

Applications must arrive no later than 17:00 Monday, July 30, 2018 (Japan time). Submit the application documents by post or via e-mail.

10. Address to submit the application documents

by post

Kazuo Miyazaki, Coordinator of the Spanish Program

Foreign Language Education Division

Center for Education of Global Communication

Tenno-Dai 1-1-1, Tsukuba, Ibaraki 305-8577, Japan

*Write in red “平成 30 年度スペイン語非常勤応募” / “Supeingo Hijokin Obo 2018” on the package

by e-mail: miyazaki.kazuo.ge#@#u.tsukuba.ac.jp (delete the hash tags)

Kazuo Miyazaki, Coordinator of the Spanish Program

Foreign Language Education Division

Center for Education of Global Communication

*Write as the subject of the e-mail “Application for part-time lecturer of Spanish 2018”

11. For further information, contact:

Kazuo Miyazaki, Coordinator of the Spanish Program

Foreign Language Education Division

Center for Education of Global Communication

E-mail: miyazaki.kazuo.ge#@#u.tsukuba.ac.jp (delete the hash tags)