

Request for Applications for Part-time English Teaching Positions

We are pleased to announce that the Meisei Education Center at Meisei University is recruiting faculty members as described below. We would appreciate it if you could inform relevant persons at your university/institution and recommend suitable candidates.

1. Position

Part-Time Lecturer

2. Affiliation

Meisei Education Center

3. Place of Employment

Meisei University, 2-1-1 Hodokubo, Hino City, Tokyo

4. Number of Positions

6

5. Field of Specialization

English

6. Courses to Be Taught

The courses to be assigned will be one or more of the following foreign-language English courses:

- English 1A/2A — face-to-face classes (elective compulsory courses)
- English 3A/4A — face-to-face classes (elective courses)
- English 1B/2B — non-face-to-face classes (elective compulsory courses)

The university is recruiting:

- 1 person for each of ① and ②
- 2 people for each of ③ and ④

Depending on the combination of classes, a lecturer may be assigned up to four class periods. For example: ① + ② (4 periods), ① + ③ (4 periods), or ② + ③ (4 periods).

① Monday, Periods 3 and 4

Two periods: English 1A/2A and English 3A/4A

② Friday, Periods 1 and 2

Two periods: both English 1A/2A

③ Friday, Periods 3 and 4

Two periods: English 1A/2A and English 3A/4A

④ Saturday, Periods 1 and 2

Two periods: both English 1B/2B

In the university's foreign-language English program, the university provides an integrated English-language education linking English A, face-to-face classes centered on communication and conversation, with English B, on-demand, non-face-to-face classes using the learning support system (Moodle) and online English-learning materials.

Each class is 90 minutes, with 15 class sessions in the first semester and 15 sessions in the second semester.

The university uses three systems—the faculty/staff portal, the academic support system, and the learning support system—as well as email accounts issued by the university. After appointment, lecturers are required to access these systems regularly.

7. Expected Date of Appointment

April 1, 2027

8. Terms and Conditions

(1) Salary:

In accordance with the university's salary regulations.

Example: For a 40-year-old lecturer, the monthly teaching rate is ¥27,850 per class period per month. The monthly amount is calculated by multiplying the monthly teaching rate by the number of class periods taught per week.

(2) Allowances:

Actual commuting expenses will be reimbursed, up to a maximum of ¥5,000 per day of attendance at the university.

(3) Contract Term:

One year, renewable up to a maximum of five years.

*Regardless of any renewal of the employment contract, the final day of the employment period shall be the first March 31 on or after the employee reaches the age of 70.

9. Qualifications

Applicants must meet all of the following requirements (1)–(4). Requirement (5) is desirable.

1. Be in agreement with the university's educational policies and be able to contribute to their implementation.
2. Hold a master's degree by the time of appointment in April 2027.
3. Have a high level of English proficiency and be able to teach classes in English.
4. If Japanese is not the applicant's native language, have sufficient Japanese-language ability to carry out educational and administrative duties smoothly.
5. Teaching experience at a university or an equivalent/higher-level educational institution is desirable.

For applicants who are foreign nationals: During the period of appointment, they must hold a status of residence other than "Student" (留学) or "Designated Activities" (特定活動).

10. Application Deadline

[Day/month/year to be specified] (must arrive by the deadline)

11. Application Documents

All application documents should be converted to PDF format and submitted through the application portal specified in Section 12.

If the applicant's name is "Taro Meisei" the files should be named without a space between the romanized surname and given name, for example:

MeiseiTaro_1.pdf

Additional documents may be requested depending on the progress of the selection process.

1. Curriculum Vitae (university-designated form)

Filename: YourName_1.pdf

2. List of Teaching and Research Achievements (university-designated form)

Filename: YourName_2.pdf

3. Copy of master's degree certificate or certificate of degree completion

For applicants who have already obtained a master's degree. (If the degree is expected to be obtained, a document certifying expected completion should be submitted.)

Filename: YourName_3.pdf

4. Please indicate which of ①–④ in Section 6 you are available to teach. (Word format)

Filename: YourName_4.pdf

5. Foreign nationals must submit copies of both the front and back of their residence card.

Filename: YourName_5.pdf

The university-designated forms can be downloaded from the Meisei University website (link below) → Related Documents '関連資料' (A seal/stamp is not required.)

<https://www.meisei-u.ac.jp/recruit/>

12. Submission of Application Documents

After completing the required information on the Application Form, upload the documents.

Meisei University — Meisei Education Center Part-Time Lecturer

Application portal: <https://open.talentio.com/r/1/c/meisei/pages/128650>

Important points:

1. The application form cannot be saved partway through, so please check and prepare all documents before beginning the application.
2. Although the Curriculum Vitae and Research Achievements forms contain spaces for a seal/stamp, no seal/stamp is required.
3. Documents (1)–(5) must be submitted as PDF files.

13. Selection Process

1. Document screening

2. Interview — An interview may be conducted after document screening, if necessary. If an interview is held, the applicant is responsible for their own travel and accommodation expenses.

14. Contact

Meisei University, Meisei Education Center

Email: mec-mec@ml.meisei-u.ac.jp

Please use "Inquiry Regarding Faculty Recruitment" as the email subject.

As the person responsible may be absent, inquiries should preferably be made by email.

Telephone: 042-591-6534 (Japanese only)

Weekdays: 10:00–12:00 and 13:30–16:30

After applying, applicants should use the inquiry email address individually issued to them by the university's application system for any inquiries.

15. Other

With regard to the handling of personal information, the university will comply with the Act on the Protection of Personal Information and other applicable laws, regulations, and standards. Personal information will not be used for any purpose other than the faculty recruitment and selection process described above.