

Ritsumeikan Uji Junior and Senior High School
Non-Tenured Native Speaker Full-time Foreign Language Instructor
Recruitment Information 2018

1. Title of Position: English Teacher

Number: One or more

2. Qualification Requirements:

- 1) Has foreign nationality. (excluding Japanese nationality)
- 2) Holds a valid Japanese VISA.
- 3) Have completed undergraduate studies and has relevant academic and/or professional experience by the end of March 31st, 2018.
- 4) Holds qualification in teaching English (such as TEFL, TESOL, CELTA, DELTA) by the end of March 31st, 2018.
- 5) This is primarily an English teaching position. However, candidates with experience in teaching English literature, academic writing, social studies and theory of knowledge are especially encouraged to apply.

3. Application Deadline:

Please send the required materials listed under #4 below in an A4 size envelope by Tuesday, December 5th, 2017 to the address given in #8 below. Also, please write “Full-time English Teacher” in red on the front of the envelope.

4. Application Documents in English (please include the following items):

- 1) Current CV (A4 size designated with ID photo attached)
※The designated form can be downloaded from
<http://en.ritsumeikan-trust.jp/info/employment/> 「Ritsumeikan Uji Junior and Senior High School Full-Time Teacher Recruitment Information 2018」
- 2) Cover letter stating your reason for application. (A4 size)
- 3) Copies of all university diplomas, both undergraduate and graduate.
- 4) Academic transcripts from the undergraduate and graduate school.
- 5) Copies of all teaching certificates (e.g. TEFL, TESOL, CELTA, DELTA, etc.), as well as a copy of your home country teaching certification, if you have one.
- 6) A copy of the front and back sides of your alien registration or residence card.
- 7) A self-addressed reply envelope (size:12cm×23.5cm) to which a 242 yen stamp has been affixed.

5. Applicant Screening Process:

- 1) First-stage: Applicant document screening
- 2) Second-stage: Sample lesson and interview at Ritsumeikan Uji Junior and Senior High

School.

** The successful candidate's appointment is contingent upon a successful health examination prior to taking up the position.*

** No transportation allowance can be offered to cover these costs.*

6. Conditions and Remuneration:

1) The contract will run for one (1) year, from April 1st, 2018, to March 31st, 2019.

The contract can be renewed a maximum of two (2) times after the first contract upon mutual agreement between employer and employee.

2) The contract is administered in accordance with the various regulations of the Ritsumeikan Educational Corporation.

<u>Yearly Salary</u>	4.566	million yen (First year)
	4.866	million yen (Second year)
	5.178	million yen (Third year)

*Twelfth part of Yearly Salary is paid monthly.

<u>Allowance</u>	Transportation allowance, etc
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7. Working Place and Start Date

1) Workplace: Ritsumeikan Uji Junior and Senior High School

2) Start Date: April 1st, 2018

8. Contact Information

Ritsumeikan Uji Junior and Senior High School

Recruitment Office

〒611-0031 33-1 Hachikenyadani, Hirono-cho, Uji-shi, Kyoto-fu

Tel: 0774-41-3000 Fax: 0774-41-3555 E-mail: jimu@ujc.ritsumei.ac.jp

*We will use your personal information in the submitted documents only for the Native Speaker Full-time Foreign Language Instructor recruitment procedures and will not use it for other purposes.

* Ritsumeikan Uji Junior and Senior High School will take responsibility for disposing of all submitted documents after all necessary procedures are complete.