

ENGLISH LANGUAGE INSTITUTE

KANDA UNIVERSITY OF INTERNATIONAL STUDIES

LEARNING ADVISOR (LECTURER) POSITION

I. ANNOUNCEMENT

The Self-Access Learning Centre (SALC <http://www.kandagaigo.ac.jp/kuis/salc>) at Kanda University of International Studies (<http://www.kandagaigo.ac.jp/kuis/>) has one full-time Learning Advisor position available for the coming academic year. The position is for a two-year period commencing April 2012. There may be an option to renew the contract for a further two years.

II. KANDA UNIVERSITY OF INTERNATIONAL STUDIES

Kanda University of International Studies is a private university dedicated to the pursuit of excellence in international studies, particularly in the areas of foreign languages, intercultural communication, Japanese culture, linguistics, and international studies. There are six departments English, Chinese, Spanish, Korean, International Communication, and Languages and Culture. The ELI works alongside each of these departments to provide all students with a progressive and communicative English language teaching and learning curriculum.

The university also has a graduate school programme, a Japanese Language and Culture Programme for Foreign Students [Bekka], and a six-month programme for International Educational Services' [IES] students.

KUIS enrolled its first undergraduate students in April 1987, and graduated its first class in 1991. In 2011-12 the following numbers of undergraduates were enrolled in a variety of courses:

English Majors	1866
Chinese Majors	223
Spanish Majors	224
Korean Majors	140
International Communication Majors	878
Languages and Culture Majors	351
Total:	3682

The university is accredited by the Japan Ministry of Education, Culture, Sports, Science & Technology and is situated in Makuhari, Chiba Prefecture. Makuhari is approximately 40 minutes by train from Tokyo. The university is set in an educational zone with other universities and educational facilities. Makuhari Messe Convention and Exhibition Centre, the World Business Garden, international hotels, new apartment complexes, shopping facilities, and several parks are a part of this new community.

III. THE ENGLISH LANGUAGE INSTITUTE

The English Language Institute (ELI) was founded in 1989 with 4 full-time members. Since that time it has grown to its current complement of 63 lecturers: comprising 53 teachers and 10 learning advisors who have been recruited from all around the world. Teachers develop and teach a variety of English proficiency courses, while Learning Advisors provide a range of services through the Self-Access Learning Centre (SALC) [<http://www.kandagaigo.ac.jp/kuis/salc/>] to promote and encourage learners to become more responsible for their own learning. The ELI is located in a custom-designed, state-of-the-art building which features the award-winning SALC, the Media Education Centre, the ELI Lounge, and Blended Learning Spaces – classrooms where traditional modes of instruction can be combined with multi-media learning and teaching.

Members of the ELI are involved in the following types of activity:

Advising

Advising in language learning involves the practices and processes of developing language learner autonomy. Learning advisors (LAs) work with students on personally relevant aspects of their language learning. Advising can occur in one-to-one meetings with learners, in written form via self-directed learning modules, or in classes specially designed to develop an awareness of the language learning process.

Teaching

ELI members teach English proficiency courses, mainly to first and second year students. A small number of English as a Second Foreign Language classes for other language majors are also taught.

Research

Teachers and learning advisors are assigned to one of the ongoing institutional research projects housed within the ELI. These are collaborative research projects led by a coordinator(s) and typically consist of 7-8 people. These projects are, for the most part, concerned with the systematic development and trialling of instructional materials to be used within and/or outside of the classroom, and research into practices surrounding the use of these materials. We also have projects related to: assessment, self-access and CALL.

Extra-curricular Student Activities

Members work with students in a variety of social, cultural, and sporting clubs and in informal contact both on and off the campus. The ELI is a gathering point for students who want to engage in informal English discussion. Some students come for help and advice on both academic and other problems.

IV. QUALIFICATIONS & EXPERIENCE

A. Academic

An M.A. Degree (or internationally recognized equivalent) in the area of teaching English as a second / foreign language or some closely related field.

B. Experience

An interest in the field of learner autonomy and self-access language learning is required. Some experience with advising in language learning would be an advantage. Some teaching experience – particularly where there was a focus on learner autonomy – would be preferable.

C. Personal

An interest in working with Japanese students in both formal and extra-curricular settings is essential, together with an interest in Japanese language and culture.

V. JOB DESCRIPTION

Learning Advisors and other members of the ELI are expected to be at the university for five working days per week during academic terms, normally from 9.00 am to 5.00 pm or 10.30 am to 6.30 pm.

All learning advisors are involved in the following:

- 1) Working with learners on self-directed learning modules and/or in elective learner training classes. LAs meet students one-to-one, run workshops and provide weekly written feedback on students' work during two fifteen-week terms per year
- 2) Maintaining a good understanding of the resources and facilities in the SALC. Assist in selecting and developing new self-access resources, promoting the resources and helping students to use materials and facilities appropriately
- 3) Participating in the ongoing curriculum and materials development related to SALC modules and courses
- 4) Working at the Learning Help Desk in the SALC in order to be available to advise learners on a drop-in basis for 3-4 hours per week
- 5) Providing initial and ongoing orientations of SALC services and materials to students
- 6) Participating as a member of a research team in one of the institute's research projects
- 7) Participating in the ELI Professional Development Programme
- 8) Attending scheduled meetings and activities of the SALC / ELI and other special meetings which may from time to time be called
- 9) Attending special ceremonies and events conducted by the university including entrance exams and ceremonies, the graduation ceremony and the Open Campus Day in July
- 10) Participating in functions organized by the ELI including the student welcome party and the administrations of the Kanda English Proficiency Test (KEPT)

- 11) Cooperating with the Public Relations section of the university in the promotion of the university to high schools students and other interested parties.

EMOLUMENTS

1. Gross annual amount: ¥ 5,000,000 including bonuses (before tax)
2. The salary is payable in monthly amounts and two bonus payments (September and March). In addition, there is an end of service bonus.

Other

1. Transportation: ¥ 100,000 to defray expenses of taking up appointment for overseas appointees
2. Commuting Allowance: Applicable costs of daily travel between residence and university
3. Contract Completion Payment

VII. APPLICATION AND SELECTION PROCEDURES

To apply please click on the link below (or paste the following link into your browser - <http://kandaeli.com/2011/05/12/position-lecturers-2012/>) to access the necessary lecturer application form. Complete the form and send it (PDF preferred) together with a covering letter by email to:

E-mail:

salcrecruitment@kanda.kuis.ac.jp

Mail:

Search Committee
Kanda University of International Studies
1 - 4 - 1 Wakaba
Mihama - ku, Chiba - shi
Chiba - ken JAPAN 261-0014

Application form link

For best consideration, applications should be received by: **December 18th, 2011.**

All applicants will receive a short acknowledgement message by e-mail, but only shortlisted applicants will be contacted and invited to an interview. Applicants will be interviewed in December and January. The successful applicant will be notified of their appointment by January 20th 2012.