# Kwansei Gakuin University's School of International Studies Invites Applications for Instructors of English as a Foreign Language (IEFL)

1. **Number of Position Available:**
   One full-time contract Instructor of English as a Foreign Language (IEFL)

2. **Employment Period:**
   April 1, 2027 – March 31, 2028

   The employment contract is for one year and may be renewed up to four times, subject to performance evaluations. However, for applicants who have worked at Kwansei Gakuin within six months prior to April 1, 2027, the term of contract may be restricted according to "Rules and Regulations for Term Limits on Fixed-term Employment Agreements." Mandatory retirement age of Kwansei Gakuin University is 65 for an Instructor of English as a Foreign Language (IEFL).

3. **Responsibility:**
   English language skill- and content-based courses as well as other required courses, special English classes, examination-related duties, and other assigned tasks

4. **Duties:**
   Ten 90-minute classes per week each semester
   Ten administrative duty hours per week during the school term
   Fifteen administrative duty hours outside the school term

5. **Position Available at:**
   School of International Studies (Nishinomiya Uegahara Campus)

6. **Salary and Benefits:**
   448,800 yen per month
   Salary may be revised depending on the number of contract renewals. No bonus or retirement allowance will be provided.

7. **Qualifications:**
   (1) Applicants must have English as their first language or possess a comparable level of English proficiency. Nationality is not a consideration.
   (2) In principle, applicants must hold a master's degree or higher in TESOL, Applied Linguistics, or a related field.
   (3) Applicants must have published at least two academic papers at the time of application.
   (4) Applicants must have at least two years of experience teaching English at a university in Japan.
   (5) Experience in contributing to the management or development of university-level English language curricula, coordinating English language programs, or using educational approaches such as PBL and CLIL is desirable.

8. **Application Documents:**
   (1) Curriculum Vitae (one copy; use the JREC-IN format)
   (2) List of Academic and Professional Achievements (one copy; use the JREC-IN format)
   Please mark the three most significant achievements with a double circle (◎).
   (3) A copy of a document certifying the degree(s) obtained
   (4) A statement describing your teaching experience and how your experience and interests could contribute to the development of the English language program at our university. (In English, approximately one A4-sized page, in horizontal writing format.)
   (5) At least two letters of recommendation. Each letter must include the recommender's name and handwritten signature, position/title, contact information, and relationship to the applicant. There is no prescribed format.
   At least one of the recommenders must be a resident of Japan.

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   | Personal information provided in the application documents will be used and stored for Kwansei Gakuin University to achieve its purpose of selecting candidates for the position. When the selection process is complete, all personal information will be securely disposed of at the responsibility of the University. |

9. **Application Deadline:**
   Please ensure that all application materials arrive by Friday, November 20, 2026.

10. **Selection:**
    Following an initial screening of application documents, interviews may be conducted as necessary. Applicants shall bear all expenses incurred in connection with the selection process, including communication and transportation costs.

11. **Results:**
    Applicants will be notified of the selection results by mail or, for applicants residing outside Japan, by email.

12. **How to submit:**
    Applications must be submitted exclusively through the JREC-IN Portal online application system (https://jrecin.jst.go.jp/seek/SeekTop?ln=1).
    Please convert each application document into a PDF file, combine the files into a single ZIP file, and upload it through the JREC-IN Portal.
    For details on how to apply, please refer to the instructions and guides available on the JREC-IN Portal website:
    JREC-IN Portal → Help (the "?" icon in the upper-right corner) → "Manual" tab.

13. **Contact:**
    KGU School of International Studies at: kgusis@kwansei.ac.jp