

May 22, 2026

Reitaku University

Recruitment information for non-tenure-track lecturer positions in the Center for English Communication, Reitaku University, Japan

- 1. Job details**

The Center for English Communication (CEC) at Reitaku University, Kashiwa, Japan invites applications for multiple lecturer positions (*koshi*) for a renewable contract. Successful applicants are expected to be at the university for 8 hours (including a 50-minute lunch break) each day from Monday to Friday with three half-day weekend Open Campus event assignments annually. Responsibilities include teaching ten koma of English proficiency development courses a week for two 14-week semesters each year, being involved in iFloor-based self-access learning support, curriculum or self-access program development, and assuming other university and Hiroike Institute of Education responsibilities as assigned. In addition to teaching responsibilities, lecturers are required to: 1) support and facilitate group communication in the self-access learning center (iLounge) for 100 minutes per week, 2) support students' communication skills in 2 x 25-minute one-on-one speaking or writing-focused individual support sessions per week, 3) provide 3 x 30-minute workshops for university and high school students/year 4) hold regular office hours for 90 minutes per week, 5) contribute to team-based research-based curriculum and self-access learning programs development approximately 90 minutes per week. We seek applicants with specializations in the fields of English language education and second language acquisition who respect Reitaku University's institutional principle: *Integration of Knowledge and Virtue*.
- 2. Department**

The Center for English Communication (CEC), Reitaku University
- 3. Research field**

To further expansion and ongoing development of our English language programs and self-access learning resources, we seek candidates with expertise in TESOL, Applied Linguistics, and Second Language Acquisition.
- 4. Job type**

Lecturer (*koshi*)
- 5. Employment status**

full-time (non-tenure-track)
✕Initial appointment is for one year, renewable by mutual agreement 4 times (5 years in total). A successful candidate is expected to demonstrate excellence in teaching, educational service, curriculum and materials development, and commitment to academic professional development. Renewal is subject to evaluation and mutual agreement.
- 6. Number of positions**

4-5
- 7. Starting date**

April 1, 2027
- 8. Qualifications**

Applicants must meet the following requirements:
(1) Hold a master's degree (or similar certification) in Teaching English as a Second/Foreign Language, Applied Linguistics, or other closely related fields.
(2) Applicants of any nationality (including Japanese) are encouraged to apply. Applicants must demonstrate a high proficiency in English (CEFR C2), and basic communicative ability in Japanese is preferred for administrative responsibilities.
(3) Have experience in teaching (preferably with Japanese learners) at the post-secondary level and/or secondary level.
(4) Interest (and preferably experience) in working cooperatively in research-based materials, curriculum, and self-access learning services development.
- 9. Salary and benefits**

(1) Annual pre-tax salary (including bonuses): 5,000,000 yen.
(2) Salary paid monthly with 2 bonuses (per year).
(3) An annual personal research allowance of 150,000 yen will be available for purchase of an office computer, books, academic association membership fees, academic conference attendance, and other research-related incidentals.
(4) Insurance through Promotion and Mutual Aid Corporation for Private Schools of Japan

- 10. Application materials** (1) Curriculum vitae with an ID-photo in the designated format*
(2) A list of academic/professional achievements in the designated format*
(3) At least one letter of recommendation either in Japanese or English
(4) A 1000-word statement in English discussing your teaching experience and motivation for teaching at Reitaku University
(5) A copy of diplomas and/or certificates awarded upon completion of the degree(s) earned.
* For (1) and (2) above, please download the pertinent formatted documents from the website below:
<https://www.reitaku-u.ac.jp/about/activity/192/>
- 11. Deadline** The application must arrive by July 5, 2026
(Selection will continue until the positions are filled.)
- 12. All materials should be submitted to** CEC Search & Selection Committee
E-mail : cec-recruit@reitaku-u.ac.jp
- Note 1: All application documents should be converted to PDF files and sent by E-mail. The title of the email at that time should be "Application for CEC lecturer position 2027".
However, if it is difficult to digitize academic papers, publications, etc., send them by registered mail or international courier by July 5, 2026. The delivery address is as follows.
CEC Search & Selection Committee
Reitaku University 2-1-1, Hikarigaoka Kashiwa-shi, Chiba 277-8686 Japan
Note: Please label the envelope "Application for CEC lecturer position 2027"
- Note 2: The letter(s) of recommendation (item (4) above) should be sent by the recommender directly to the email address below. The subject heading of the email at that time should be "Recommendation Letter for CEC lecturer position 2027"
- 13. Selection procedures** First selection: Document screening*
Second selection: An online (or face-to-face) interview and a brief model lesson walkthrough.
Third selection: Final interview (face-to-face on campus)
*Only shortlisted applicants will be informed of the result of the first selection and invited for an interview.
- 14. Contact** E-mail : cec-recruit@reitaku-u.ac.jp
✕Inquiries can be made via e-mail only.
- 15. Additional information** (1) Travel expenses for interviews are not provided by Reitaku University.
(2) Travel and moving expenses for appointment are not provided by Reitaku University.
(3) Submitted documents will not be returned. If you have sent us books and wish that they be returned, please mention your request, and enclose a self-addressed and stamped envelope or send us an envelope together with a cash on delivery slip.