

**Ritsumeikan Junior and Senior High School Native  
Speaker Part-time Foreign Language Instructor  
Recruitment Information 2020**

**1. Title of Position: Part-time English**

Number: One or more

**2. Qualification Requirements:**

- 1) Has foreign nationality.
- 2) Holds a valid Japanese VISA.
- 3) Completed undergraduate studies and has relevant academic and/or professional experience by March 31<sup>st</sup>, 2020.
- 4) Holds qualification in teaching English (such as TEFL, TESOL, CELTA, DELTA) by March 31<sup>st</sup>, 2020.

**3. Application Deadline**

Please send the required materials listed under #4 below in an A4 size envelope by **Friday, January 17<sup>th</sup>, 2020** to the address given in #8 below. Also, please write “Part-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 Junior and Senior High School Native Speaker Part-time Foreign Language Instructor Recruitment Information 2020」
- 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 an 374 yen stamp has been affixed. (Domestic residents only).

## 5. Conditions and Remuneration:

- 1) Contract starts from April 1<sup>st</sup> 2020 to March 31<sup>st</sup> 2021.
- 2) The contract is administered by the various regulations provided by the Ritsumeikan Trust.

Monthly remuneration for a class that meets once per week for 50 minutes

More than 3 years teaching experience: 11,800 yen

Less than 3 years: 11,000 yen

\*Approximately 10-18 hours over in 6 days. Flexible scheduling is possible by request.

Allowance Transportation allowance, etc

Bonus Summer: monthly remuneration x 0.8 yen

Winter: (monthly remuneration x 1.2) + 5,000 yen

## 6. Working Place and Start Date

- 1) Work place: Ritsumeikan Junior and High School
- 2) Work start: April 1<sup>st</sup>, 2020

## 7. Contact Information

Ritsumeikan Junior and High School

Recruitment office

〒617-8577 1-1, 1 chome, Choshi, Nagaokakyo-city, Kyoto-fu

Tel: 075-323-7111 Fax: 075-323-7123

\*We will use your personal information in the submitted documents only for specified recruitment procedures and will not use it for other purposes.

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