

**Showa Boston Institute of Language & Culture  
Job Description**

Position: Part-Time Instructor, Fall Term (September 18 - January 10)	Reports to: Program Director & Director of Curriculum
Employment Status: Adjunct	<b>FLSA Classification:</b> Exempt
Schedule: Varies	<b>Benefits Eligible:</b> No
Prepared by: Human Resources	<b>Date:</b> 7/7/2017

### **Background**

Showa Boston Institute of Language and Culture is a residential academic institution established by Showa Women's University in Tokyo in 1988. Each semester it houses approximately 300 study abroad students from the main campus. The institution's mission is to increase students' English proficiency, to develop their cross-cultural awareness, and to foster their personal growth. The 40-acre campus rests on a hilltop overlooking the Boston skyline.

### **Specific Responsibilities**

- Recognize that Showa Boston is a 24/7, 365 days/year campus.
- Be present on campus for meetings and professional development activities three working days before the first day of class of a program and three working days after the last day of class.
- Hold one office hour per week per course.
- Develop and implement courses within the guidelines established by Showa Boston and its accreditor, CEA.
- Submit a detailed syllabus using the Showa Boston format for each class prior to first class meeting on MOODLE.
- Keep an updated lesson plan, post student assignments, and attendance on MOODLE (Showa Boston's learning management system). Teachers also need to upload a second copy of the syllabus here for students to see.
- Submit emergency lesson plans for each class when there is an unexpected absence.
- Evaluate student performance and maintain records of student progress. Submit grades no later than one week following the last class.
- Submit copies of assessments used in the courses taught upon request.
- Develop and maintain good relationships with students, staff members, and other faculty members.
- Interact with students both in and out of the classroom.
- May organize or lead extracurricular activities for students.
- Advise students on academic matters and use the Academic Alert system for reporting issues with students.
- Attend all faculty and department meetings during the terms when scheduled to teach.
- Attend mandatory faculty development sessions during the terms when scheduled to teach.
- Participate in such official Showa Boston events as opening/closing ceremonies, festivals, and other special functions during the terms when scheduled to teach.
- Use technology such as smart board, computers, and language lab/language-lab applications to enhance student learning.
- Continuous professional development and research is encouraged.

### **Requirements:**

- Master's degree. Ideally, graduate and/or undergraduate degrees will relate to the TESOL and/or Management.
- Previous teaching experience.
- Willingness to adhere to guidelines and mission of Showa Boston.
- Willingness to use technology as tool to enhance learning and communication.
- Training or experiences in specialty areas such as business, hospitality or international relations are valued.
- Experience working with Japanese students is also valued.

### **To Apply**

For more information, visit [www.showaboston.org/employment.html](http://www.showaboston.org/employment.html). Please send cover letter and resume to [ppanza@showaboston.edu](mailto:ppanza@showaboston.edu) EOE