



## **Part-Time Japanese Language Instructor, Language Center**

### **ABOUT JAPAN SOCIETY**

Japan Society is the premier organization connecting Japanese culture, business, and society with audiences in New York and around the world through innovative programs in arts and culture, public policy, business, sustainability, and education, online and on-site at our headquarters in a landmarked New York City building. Since 1907, our mission has been to promote mutual understanding and *kizuna* – forging deep connections – between the U.S. and Japan, by convening critical conversations, championing future creators, and serving as a trusted guide to the abundance of Japan. We are committed to strengthening connections within our community and building new bridges beyond.

### **DESCRIPTION:**

A **Part-Time Japanese Language Instructor** teaches Japanese courses for adults either once or twice per week. There are three 10-week semesters and three 5-week semesters per year. Looking for instructors for both online and/or in-person courses.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

In addition to teaching their assigned classes, instructors are expected to:

- Maintain regular correspondence with Language Center staff as needed when communication is required by email for future scheduling, course updates, student make-up coordination, etc.
- Create a syllabus for their course if needed, possibly in coordination with other instructors.
- Be ready to mold their teaching to/create materials toward an adult audience and adapt to class needs.
- Participate in quarterly instructor meetings about improvements, program changes, and various issues.

### **QUALIFICATIONS:**

- Bachelor's degree. MA in a relevant field is preferred but not required.
- A minimum of one year Japanese language teaching experience in a classroom setting.
- Familiarity with online teaching a bonus/preferred.



- Good oral and written English communications skills required. Ability to teach all levels of Japanese language, including content-based courses preferred (?)
- Experience in Microsoft Word, email, and Power Point required.
- Familiarity with various apps, tablet, and stylus for teaching and experience using them in class.
- Familiarity with current teaching methods, and the ability to source teaching materials and media from a variety of current sources.
- Green card/work permit holders or US citizens only.
- Out of state applicants are welcome to apply.

**Hours:**

Classes start at 12:00 pm, 4:00 pm and 6:30 pm for online courses, and 12:00 pm, 4:00 pm, and 6:10 pm for in-person courses. Each class lasts for 110/120 minutes. All times are New York time (ET).

**To Apply:** Email your resume and cover letter to Chief Operating Officer at [jobs@japansociety.org](mailto:jobs@japansociety.org).