

Employment Opportunity

College of Micronesia-FSM
Human Resources Office
P.O.Box 159 Kolonia Pohnpei FSM 96941
Phone: 691-320-2480 Fax: 691-320-2479

Opening Date: April 9, 2018

Closing Date: May 11, 2018

Position and Salary:

Instructor-Japanese Language

N/3/C-N/6/A

\$16,131.00-\$17,819.00

Position is eligible for extended benefits

Location:

National Campus/Academic Programs

P.O.Box 159 Kolonia Pohnpei FM 96941

Duties: Teaching 12 to 15 contact hours of Japanese Language courses per week with one to four preparations. Courses will include a combination of Japanese as a Foreign Language (JFL) at the National Campus and Japanese for a Specific Purpose (JSP) at the Career Technical Education Center. Teaching classes in accordance with the goals and objectives of the course as described in the course outlines. Maintaining accurate records of student attendance and student learning outcomes/grades, in accordance with COM-FSM regulations. Submitting records to Instructional Coordinator after the end of the semester/session. Keeping at least 5 office hours per week. Participating in one standing committee, or student club activity as an advisor as alternative service to the college; may be asked to participate in adhoc committees. Advising students. Participating in special College functions such as graduation, Division activities. This includes meetings, curriculum development, arranging projects besides classes, such as speech contest, exchange programs, and exchange events with visitors. Participating in assessment activities, and professional development. Attending to additional needs of the College or the community as agreed upon by the faculty member in consultation with their supervisor.

Minimum Qualifications: Masters degree in Japanese Pedagogy (or related field). Foreign credentials must be equated to US standards using World Education Services at <http://www.wes.org>. Applicant must have two years full-time teaching at the post secondary level and experience with establishment and assessment of student learning outcomes. Two years experience teaching college level with ESL students and two years experience in living overseas from applicant homeland is preferred. Ability to give evidence of exemplary teaching ability, initiative, interpersonal skills, and cultural sensitivity are essential.

Contact: Applications are available at the College of Micronesia-FSM Human Resources Office, state campus sites or at the college's website at www.comfsm.fm.

Process: Interested candidates must submit the following documents:

1. A letter of interest addressing how the candidate's professional qualification and experience match the minimum essential requirements of the position (not to exceed 3 pages);
2. COM-FSM application form (<http://www.comfsm.fm/jobs/HRdocs/employment08.pdf>);
3. A current resume which includes personal email address and cellular phone number;
4. Copies of college transcripts for all degrees earned;
5. A minimum of three professional reference letters; and
6. A brief teaching philosophy

Documents are to be submitted electronically to hro@comfsm.fm (preferably as PDF attachments) or mailed to Human Resources Office at the address above. (U.S Postal Service domestic rates apply in the Federated States of Micronesia.) Applications will be accepted until **May 11, 2018** followed by screening by the committee or until fill. Official and hard copies of college transcripts are require to be mailed directly from schools to HRO when a candidate is being considered.

The College reserves the right to request or require from any applicant additional documentation or certification in addition to the minimum requirements stated in this advertisement in order to be considered for this position. All persons applying must meet or exceed any additional qualifications required in the COM-FSM Personnel Policy and Procedure Manual.

The College of Micronesia-FSM is an equal opportunity employer.