

Adjunct Instructor Position

J. F. Oberlin University invites applications for an adjunct instructor position.

1	Field of Specialization	TESOL/TEFL or Applied Linguistics
2	Content of work	The College of Global Communication seeks adjunct instructors to teach English language courses, including required 1st-year courses (Sogo Eigo I/IIA and Sogo Eigo I/IIB), and semi-required courses (Tokubetu Eigo A, Tokubetsu Eigo B) and elective courses (including Eigo Enshu I-IV), for 1st year through 4th years in both the spring and fall semesters. The applicant will teach a combination, not exceeding four per semester in principle, of the above. Classes are taught primarily in English.
3	Job Type & Number of positions	Approx. 5 part-time lecturers
4	Starting date	Term: April 1, 2026 to March 31, 2027. (Term: One year with the possibility of renewal for subsequent years)
5	Application Deadline	Application must be made by October 16, 2025 (Thursday)
6	Qualifications	1) Master's degree in TESOL/TEFL/applied linguistics or similar (Please provide a copy of the certificate.) 2) EFL Teaching experience in Japanese college/university (preferably three years or more) 3) The ability to work using standardized materials in a coordinated program. A willingness to attend staff orientation and faculty development meetings when necessary is an advantage. 4) Comfortable with online learning platforms such as Moodle, Google Drive, as well as other web-based technologies 5) Proficiency in Japanese is an advantage. 6) For non-native English speakers, ability to deliver classes in English is required. 7) Publications and/or presentations are preferable. 8) Understanding of J. F. Oberlin University's mission, based on Christianity, and educational philosophy and its Christian foundation
7	Application Documents	1) Statement of purpose 2) CV in English (A4 sized) using provided template and with the applicant's seal or signature 3) Document with teaching history, types of classes taught, a list of research papers and/or presentations 4) Copy of your Master's Degree certificate & other relevant certification 5) Two referees with their contact details *Please note that application documents and other materials will not be returned.
8	Selection Process	1) Screening of the application documents 2) Short-listed applicants will be invited by e-mail to the second-stage selection (interview). Unfortunately, transportation fees cannot be covered by J. F. Oberlin University.
9	Pay	Pay follows J. F. Oberlin University regulations and is commensurate with qualifications and experience.
10	Notification of Results	Applicants who pass the document screening will be contacted by email, and those who are ultimately selected will be contacted in writing. *Please note that we cannot answer inquiries regarding the screening process.
11	Address information for sending your application documents	Email: gcjinji@obirin.ac.jp or by mail 3758 Tokiwacho, Machida-shi, Tokyo 194-0294 GC Section, Academic Affairs Division, J. F. Oberlin University TEL: 042-797-9824 Note: All applications will be kept strictly confidential.
12	Contact	Any inquiries regarding this position should be directed to the Human Resources Committee of the College of Global Communication by e-mail at <gcjinji@obirin.ac.jp> . *Please note that responses may be delayed due to university holidays (weekends and public holidays).

		Additionally, we will not be able to respond to inquiries during our office closure period from August 9 to August 17 . Thank you for your understanding.
13	Handling of Personal Information	Personal information given in the submitted documents will be treated in accordance with the university's privacy policy and will not be used for any purpose other than screening for the position in question. Documents submitted by successful applicants will be retained by the University for purposes of employment. Those submitted by unsuccessful applicants will be disposed of properly.