

Part-time Faculty Positions at the College of Arts and Sciences (Liberal Arts). Specialization in
TESOL/TEFL

We would like to announce that we are recruiting part-time faculty members for the following positions at our Machida Campus. Applicants, please note that this call is distinct from other recruitment calls by other colleges at Obirin, as hiring is handled separately between different English departments at the university.

1	Field of Specialization	TESOL/TEFL or Applied Linguistics
2	Job Description (Subjects and duties)	<ol style="list-style-type: none"> 1. Courses to be taught: First-year required courses, elective courses, test skills courses 2. Number: 2 to 4 koma (100-min periods) per week 3. Class preparation and instruction, grading and feedback, and other tasks necessary for class management in a coordinated curriculum. <p>[work address] Machida Campus: 3758 Tokiwa-machi, Machida City, Tokyo, 〒194-0294, Japan.</p>
3	Title and number of employees	<p>Part-time lecturers: about 5</p> <p>Term of contract: 1 year, renewable</p> <p>Period: April 1, 2025 - March 31, 2026</p>
4	Date of appointment	April 1, 2025
5	Application deadline	Documents should be submitted as soon as possible; at the latest by January 15th, 2025.
6	Application Requirements	<p>Applicants must meet requirements 1) to 8).</p> <ol style="list-style-type: none"> 1. An understanding of Christian teachings and philosophy 2. Understanding of J. F. Oberlin University's mission and educational philosophy 3. Master's degree in TESOL/TEFL, applied linguistics, or related fields (Please provide a copy of certification.) 4. EFL teaching experience at a Japanese university (preferably 3 or more years); experience teaching classes at CEFR A1-B2 or higher is also desirable. 5. Ability to work using standardized materials in a coordinated program and to attend faculty development and other meetings as necessary. 6. Be able to use designated computer applications in the classroom, especially Google Suite, MS Office, Moodle, and other online LMS platforms. 7. Japanese language proficiency is desirable. 8. At least three academic or professional publications and/or presentations in the field of ELT or SLA.

7	Application Documents	<p>All application documents must be written in English, and include the following in a single PDF document:</p> <ol style="list-style-type: none"> 1. Cover letter. 2. Resume and photograph (passport size, taken within the last six months). Please include the following information. <ul style="list-style-type: none"> -- your academic career (years & names of the academic institutions where you studied after high school, including the degree titles you have) -- your professional career (years & professional positions you've held, including those which are not related to your teaching experience) -- your teaching experience (including the types of classes you have taught) -- a list of papers and presentations (100-200 word abstracts for the three major ones) -- your e-mail address and phone number <p>Please also stamp or sign (digital signature is acceptable) each page of your application.</p> 3. The contact information for two professional referees. 4. For foreign nationals: Copy of both sides of the resident card or alien registration card. <p>At the latest by January 15th, 2025, submit 1-4 above in a single PDF file to: la_koubo@obirin.ac.jp.</p>
8	Selection Process	<ol style="list-style-type: none"> 1. Screening of the application documents by HR dept. 2. Short-listed applicants are invited by email for an interview. 3. Final approval is made by the university's HR dept. <p>* Interviews will be held by Jan. 31st, 2025</p> <p>* Applicants selected for an interview must cover their own transportation costs.</p> <p>* This call for applications is separate and distinct from recent calls by other colleges at Obirin.</p>
9	Treatment	According to the University's part-time faculty regulations
10	Notification of acceptance or rejection	Only candidates who are invited for an interview will be notified. Candidates who are not contacted by Jan. 31st did not pass the initial screening.
11	Where to submit application documents	<p>Submit application materials in PDF format to this email address: la_koubo@obirin.ac.jp</p> <p>The subject line of the email should be "Part-time Teacher Recruitment (TESOL/TEFL)".</p>
12	Contact address	<p>J. F. Oberlin University College of Arts and Sciences HR Committee</p> <p>la_koubo@obirin.ac.jp *Please contact us by email.</p>

13	Handling of Personal Information	Application materials will be used for selection purposes only. The documents of successful applicants will be subsequently used for employment processing. Documents submitted by unsuccessful applicants will be disposed of properly by the university.
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