

June 10, 2025

**Full-time Faculty Position in the College of Business Management
(Field: Language Education [English])**

We are pleased to announce the following opening for a full-time faculty member at our university.

1	Field of Specialization	Language Education (English)
2	Job Description (Courses and Duties)	<ol style="list-style-type: none">1) Expected Courses: "English IA/IB," "English IIA/IIB," "English IIIA/IIIB," "English IVA/IVB," "Business Communication English (Global Issues)," "Business Communication English (Business Issues)," "English Passport (Test Preparation)," and "Special Lecture I (Global Outreach)."2) Administrative Duties: Coordinator for English language courses, including curriculum development, timetable scheduling, class placement (including management of part-time lecturers), and overall management of the educational environment.3) Shinjuku Global Lounge Duties: Management of outbound and inbound study abroad programs, and management of the Student Tutor Program (English), including tutor training and supervision.4) Student Advising5) Participation in committees and other university duties as determined by the college.6) Research activities in the candidate's field of specialization.
3	Position	Associate Professor – 1 position
4	Scheduled Start Date	April 1, 2026
5	Application Deadline	Applications must arrive by Thursday, July 31, 2025.
6	Eligibility Requirements	<ol style="list-style-type: none">1) Applicants must be in agreement with the founding spirit and educational philosophy of the university and be committed to the role with enthusiasm.2) Applicants must be Christians or have an understanding of Christian-based education.3) Applicants must be able to reside within commuting distance of the university upon appointment.4) Applicants must possess a TEFL/TESL certification and a Master's degree or higher.5) Experience in coordinating and managing multi-level foreign language programs at a Japanese university, as well as experience in supporting and respecting the diversity of students, including those with physical and mental conditions.6) Experience teaching classes at CEFR B1 level or higher is preferred.
7	Application Documents	<ol style="list-style-type: none">1) Curriculum Vitae (designated form with a photo taken within the last six months) <i>Note: Please be sure to include your phone number and email address.</i>2) List of Educational Achievements, Research Achievements, and Work History (A4 size paper) <i>Note: Please prepare the list of achievements using the Ministry of Education, Culture, Sports, Science and Technology (MEXT) Form 4-2.</i>3) Copies of major research publications or books (up to five).4) Statement Describing Achievements:5) A description (no more than three A4 pages) of up to five major research achievements, and a one-page A4 summary each for educational achievements and work history.6) Proof of Final Degree (Certificate of degree or copy of diploma)

		7) Names, affiliations, and contact information of two references who can provide a reference regarding the applicant.
8	Selection Process	<ul style="list-style-type: none"> • First Round: Document Screening • Second Round: Interview and Teaching Demonstration • Final Round: Interview <p><i>Note1: Only those who pass the document screening will be invited to the second round. The teaching demonstration will require candidates to explain, via presentation, how they would design and implement an effective English program for the School of Business Management.</i></p> <p><i>Note2: Travel and accommodation costs for attending interviews will be borne by the candidates.</i></p>
9	Compensation	According to the university's salary regulations.
10	Notification of Results	<p>Applicants will be notified by email.</p> <p><i>Note: We will not respond to inquiries regarding the selection process.</i></p>
11	Application Submission	<p>Please apply via the following website: URL: https://recruit.jobcan.jp/jfo/job_offers/2175380</p> <p><i>Note: Please upload application documents (preferably in PDF format) via the above site. If you have trouble uploading due to the volume of documents, please contact the Personnel Planning Office of J.F. Oberlin University (jinjil@obirin.ac.jp).</i></p> <ul style="list-style-type: none"> • Submitted documents will not be returned. • Applicant confidentiality will be strictly maintained.
12	Contact Information	<p>J.F. Oberlin University College of Business Management – Hiring Office E-mail: bmhiring@obirin.ac.jp</p> <p><i>Please include [English Education] at the beginning of the email subject line.</i></p>
13	Handling of Personal Information	<ul style="list-style-type: none"> • Personal information provided in the application documents will be used solely for the purpose of the recruitment process. • Personal information of successful candidates will continue to be used for employment management purposes. • Information from unsuccessful candidates will be responsibly disposed of after the selection process is complete.