

A Part-Time Lecturer 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	English language classes, including required 1st-year classes (Sogo Eigo IA/IIA, Sogo Eigo IB/IIB), and elective classes for 1st year and above (Tokubetsu Eigo A, Tokubetsu Eigo B, Eigo Enshu); These classes are part of the English language curriculum in the College of Global Communication. The applicant will teach a combination of one to four of the above classes on one or two days taught over spring and fall semesters; each class a 100-minute session; More details for successful candidates at the interview stage; Classes are taught primarily in English.
3	Job Type & Number of positions	Job type: Part-time lecturer Number: Approx. 4
4	Starting date	April 1, 2027
5	Application Deadline	November 16, 2026
6	Qualifications	1) Master's degree in TESOL/TEFL/Applied Linguistics (Please provide a copy of the certificate.) 2) EFL Teaching experience in Japanese colleges/universities (preferably three years or more) 3) The ability to work using standardized materials in a coordinated program and 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
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	Initially by email
11	Address	Email: gcjinji@obirin.ac.jp or by mail 3758 Tokiwa-machi, 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. . 1) Selection results will be sent initially by email. Successful candidates will be notified by post. 2) Application materials will not be returned.
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> .
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.