

A Full-time Assistant Professor Position

J. F. Oberlin University invites applications for a full-time Assistant Professor position.

1	Field of Specialization	TESOL, Applied Linguistics
2	Content of work	1) Teaching duties: Required and/or elective English language courses for first year students and above (Sogo Eigo IA/IIA, Sogo Eigo IB/IIB, Tokubetsu Eigo A, Tokubetsu Eigo B, Eigo Enshu, etc.). In principle, the language of instruction is English. 2) Help administer the English language program and manage part-time faculty 3) Academic advising and student learning guidance 4) Carry out university administrative duties: eg. entrance exam interviews, demonstration lessons for Open Campus and at high-schools, etc. 5) Carry out research
3	Job Type & Term	Position: Assistant Professor; 3-year contract, non-renewable. (J. F. Oberlin University positions consist of Professor, Associate Professor, and Assistant Professor.)
4	Starting date	1 April 2025
5	Application Deadline	31 July 2024
6	Qualifications	1) Master's degree or above in TESOL, Applied Linguistics, or related fields 2) English teaching experience at university (experience at a Japanese university preferred) 3) Publications and/or presentations in related fields are preferable. 4) A level of English proficiency to be able to teach English language classes effectively; For candidates whose first language is not Japanese, proficiency in Japanese sufficient to perform university duties 5) Understanding of and enthusiasm to pursue J. F. Oberlin University's mission and educational philosophy 6) The applicant must be able to work on J.F. Oberlin University Machida Campus.
7	Application Documents	1) CVs (in English and *Japanese) listing educational (from senior high school) and professional experience, etc., with a photo taken within the last six months (a digital version is acceptable) *For the Japanese CV, please use the form on the web page. 2) A list of all publications and other research and educational achievements 3) Copies of three academic publications with abstracts (up to 200 words). 4) A statement of your teaching philosophy (approximately 350 words); 5) Degree certificate (copies are acceptable) 6) Two professional references (Name, affiliation, and contact details)
8	Selection Process	1) After the initial screening of the application documents, short-listed applicants will be invited to the first interview (in person). 2) Those who successfully pass the first interview will move on to the final interview (in person). 1 st interview: September: Final interview: Early to mid-October: * Unfortunately, we cannot reimburse travel expenses incurred by interviews.
9	Pay	Pay follows J. F. Oberlin University regulations and is commensurate with qualifications and experience.
10	Notification of Results	By e-mail
11	Submission of application documents	Please submit your application materials through the following website: https://recruit.jobcan.jp/jfo/job_offers/1958053 Upload all the materials through the above website. If you have any issues with this, please email: jinji1@obirin.ac.jp (Human Resources Planning Division, J. F. Oberlin University)

		<p>* In principle, submitted documents will not be returned.</p> <p>* Your application will be kept confidential.</p>
12	Contact	<p>Any inquiries regarding this position should be directed to the Human Resources Committee by e-mail at gcjinji@obirin.ac.jp</p> <p>*Please write "Inquiry regarding the position for TESOL instructor" in the subject line of your email.</p>
13	Additional Information	<p>Submitted documents and any private information included in the documents will not be used for purposes other than selection and recruitment. Once the selection process is complete, the information of the successful applicant will be used for the official employment process, and other candidates' materials will be disposed by the university in a secure and responsible manner.</p>