

**A Full-time Instructor Position**

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

1	Field of Specialization	TESOL, Applied Linguistics
2	Content of work	Teaching duties: Six required or elective English language courses for first year students and above (Eigo IA, IIA, Eigo Enshu, etc.). * In principle, the language of instruction is English. Other duties: Administer the English language program and manage part-time faculty, carry out entrance exam interviews and demo-lessons for Open Campus and at high-schools, etc.
3	Job Type & Term	Position: Full-time Instructor; 3-year contract, non-renewable.
4	Starting date	April 1, 2022
5	Application Deadline	August 5, 2021
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) For candidates whose first language is not Japanese, proficiency in Japanese sufficient to perform university duties is required. 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 on and after April 1, 2022.
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 publications and other research achievements 3) Copies of three academic publications 4) A statement of your teaching philosophy (around 350 words). 5) Degree certificate (copies are acceptable) 6) Two professional references
8	Selection Process	After the initial screening of the application documents, short-listed applicants will be invited to the first interview. Those who successfully pass the first interview will move on to the final interview. September: 1 <sup>st</sup> interview October: Final interview * The interview schedule may change.

		* 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	<p>Please submit your application materials through the following website:  URL <a href="https://recruit.jobcan.jp/jfo/show/a003/494752">https://recruit.jobcan.jp/jfo/show/a003/494752</a>  Upload all the materials through the above website. If you have any problem, email at:  <a href="mailto:jinji1@obirin.ac.jp">jinji1@obirin.ac.jp</a> (Human Resources Planning Division, J. F. Oberlin University)</p> <p>* In principle, submitted documents will not be returned.  * Your application will be kept confidential.</p>
12	Contact	Any inquiries regarding this position should be directed to the Human Resources Committee by e-mail at <a href="mailto:gcjinji@obirin.ac.jp">gcjinji@obirin.ac.jp</a> .
13	Additional Information	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 the other candidates' materials will be disposed by the university in a secure and responsible manner.