

Part-time Lecturer Positions

J. F. Oberlin University invites applications for Part-time Lecturer positions.

1	Field of Specialization	Any of: International Relations, Japanese Management, Business Environment, Cross-Cultural Communication, British and American Culture
2	Content of work	<p>J. F. Oberlin University is searching for adjunct instructors for the following courses:</p> <ol style="list-style-type: none"> 1) 国際関係論 (E) = International Relations; 2) 日本型経営論 (E) = Japanese Management; 3) グローバル社会特論 (Bus. Environment) (E) = Selected Topics on Global Society (Business Environment), 4) 異文化コミュニケーション (E) = Cross-Cultural Communication; 5) 英米文化研究 (E) = Studies in British and American Culture <p>These are all courses for second-year students and above taught in English. The openings are for Spring or/and Fall semester, 2019, with the possibility of renewal for subsequent years. Each of the courses is a 4-credit course entailing two 100-minute sessions per week over the course of a 14-week semester. Students are Japanese students who are majoring in English or Global Studies, together with some English speakers from overseas partner schools who are studying at J. F. Oberlin on exchange.</p>
3	Job Type & Term	Position: Part-time Lecturer
4	Starting date	April 1, 2019
5	Application Deadline	January 25, 2019
6	Qualifications	<ol style="list-style-type: none"> 1) Ph.D. or Master's degree in International Relations, Japanese Management, Business Environment, Cross-Cultural Communication, British and American Culture, or related fields* 2) Available to work one or multiple week days 3) Minimum of three academic publications 4) Understanding of J. F. Oberlin University's mission and educational philosophy <p>* Candidates without a Ph.D. will be considered only in unusual circumstances.</p>
7	Application Documents	<ol style="list-style-type: none"> 1) A CV listing educational (from senior high school to PhD) and professional experience, etc., with a recent passport-sized photo attached. (The photo must be a hard copy; the CV must include the applicant's telephone number and e-mail address; and the CV must have the applicant's seal [<i>inkan</i>] or signature)

		<p>2) A list of publications and other research achievements, similarly with seal or signature.</p> <p>3) Three copies each of your three most important publications, preferably in English. Regardless of the size of the originals, please submit copies on A4 or letter-size paper; no folding, please.</p> <p>4) A detailed preliminary syllabus for the course you wish to teach including the topic/content of each of the 28 class sessions.</p>
8	Selection Process	<p>1) Screening of the application documents</p> <p>2) Short-listed applicants will be invited by e-mail to the second-stage selection (interview).</p>
9	Pay	Pay follows J. F. Oberlin University regulations and is commensurate with qualifications and experience.
10	Notification of Results	Initially by e-mail, followed up with a hard copy by post.
11	Address	<p>Please send a package containing the above to:</p> <p>Educational Support Section J. F. Oberlin University Planet Fuchinobe Campus 4-16-1 Fuchinobe, Chuo-ku Sagamihara-shi, Kanagawa 252-0206 Japan</p> <p>Note:</p> <p>a. Send by registered mail</p> <p>b. 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.</p> <p>c. Application materials will not be returned.</p>
12	Contact	Any inquiries regarding this position should be directed to the Human Resources Committee by e-mail at gcjinji@obirin.ac.jp .
13	Additional Information	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.