

2025 Fall Semester Global Teaching Assistant Recruitment (Teaching Team)

Kansai University
Division of International Affairs

The Division of International Affairs is looking for motivated, dedicated and reliable students to work as Global Teaching Assistants (GTA) in the Mi-Room (Multilingual Immersion Room) at Kansai University.

【About GTA/Duties】

GTA stands for Global Teaching Assistant, student staff who assist with the various International activities held at Mi-Room. In the Teaching Team specifically, GTAs will engage in the following roles;

- Teaching language courses and/or providing sessions on topics from around the world, for the purpose of cultivating the KU students' international awareness and enhancing their language skills. * For our language courses, ANY language speakers are welcome.

【We are looking for …】

- Those who have strong enthusiasm in both teaching and learning cultures/languages.
- Those who have flexibility to teach your own language/culture to the KU students who are beginners in the language/culture, based on their understanding and speed of their improvement.

【Eligibility for Application】

- Full-time Student / graduate student at Kansai University with a daily conversational level of foreign language
- International students enrolled at Kansai University (Including dual nationality) / Exchange Student/JLC Student

【Qualifications】 *All of the following must be met

- Having strong responsibility, such as always being on time, contacting the office in advance for their absence, etc.
- Working 3 hours per week (maximum):
1 hour for the session (required) + Maximum 2 hours for the session preparation (optional)

*Sessions will be held weekly. No cancellation is allowed except for illness.

- An individual holding a bank account in Japan, or able to open a Japanese bank account by the end of October 2025.

*If your status of residence is “study abroad”, you must have obtained “Permission to Engage in Activity Other than that Permitted under the Status of Residence Previously Granted” before applying GTA

If you are a new exchange student starting in the fall semester, it is recommended to apply upon arrival at the airport.

*Please refrain from applying if there is any possibility that you cannot afford enough time to work as a GTA due to the necessity of engaging in other activities such as your academic work, attending internship, or job hunting (dropping out during the contract period will not be accepted).

*By principle, you will have a right to decide your own session’s content once you are hired. However, through consultation with Mi-Room instructors and office staff, we might ask you to change the content/level of your session.

【Recruitment numbers】 Approximately 10 persons.

【Work period】 Mid-October to End of December, 2025 (2.5 months)

*If you are an exchange student, there is a possibility that we might end our contract earlier than you hope depending on the date of your departure from Japan.

【Work hours】

- Maximum 3 hours per week between 9am-5pm, Monday-Friday.
1 hour for the session (required) + Maximum 2 hours for session preparation (optional)

*Sessions will be held weekly. No cancellation is allowed except for illness.

*Session schedule will be decided after the screenings.

*You might be also asked to participate in paid trainings during the semester.

*You may be asked to work on some weekend(s) or after 5PM on a weekday(s) for some special cases, such as for events, depending on your availability.

【Work place】 Mi-Room, Senriyama campus

*We may ask you to work on some other campus occasionally for a special event, depending on your availability.

【Salary】 1,200 yen per hour

*Transportation fee will be provided only if you work anytime during the break(s) between the semesters.

【How to apply】

If you are interested in working as a GTA, please fill in the application form through the following URL or QR code;

<https://forms.office.com/r/GG9NGn1ph0>



【Application deadline】 Thursday, September 25th, 2025, 12:00pm (JST)

【Document Screening】

• We will be conducting a document screening based on the information on the form you are submitting. The result of the screening will be shared by Monday, September 29th. (by e-mail)

【Interview date】

We are holding an interview for those who passed the document screening, on either of the following dates;

- Monday, October 6th or Tuesday, October 7th

* If either of the dates above does not work for you, please contact the office in advance to schedule your interview.

*The interview slot you select in the form will be only considered in the case of passing the document screening.

*You will be asked to present a 5-minute mock lesson during the interview.

【Notification of Acceptance】 Wednesday, October 8th. (by e-mail)

【GTA training date①】 Thursday, October 9th. 6:00pm-8:00pm

【GTA training date②】 Tuesday, October 14th. 6:00pm-8:00pm

*All new GTAs are required to attend these trainings.

【Contact】

International Education Support Office, Kansai University

Email: mi-room@ml.kandai.jp