

# 2026 Spring 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.

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## **【About GTA / Duties】**

GTA stands for Global Teaching Assistant. GTAs are student staff who assist with 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 to cultivate KU students' international awareness and enhance their language skills. For our language courses, speakers of any language are welcome.
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## **【We Are Looking For...】**

- Individuals who have strong enthusiasm for both teaching and learning cultures and languages.
  - Individuals who are flexible in teaching their own language/culture to KU students who may be beginners, adjusting based on the students' level and pace of improvement.
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## **【Eligibility for Application】**

Applicants must meet one of the following:

- Full-time student / graduate student at Kansai University with daily conversational skills in a foreign language.
  - International students enrolled at Kansai University (including dual nationality), exchange student, or JLC student.
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### **【Qualifications】**

All of the following must be met:

- Strong sense of responsibility (e.g., being punctual, notifying the office in advance of absence, etc.)
- Available to work up to 3 hours per week.
- Possess a bank account in Japan or be able to open one by the end of April 2026.

*Important notes:*

- If your status of residence is “Study Abroad,” you must obtain **Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted** before applying. New exchange students starting in the spring semester are encouraged to apply for this at the airport upon arrival.
- Please refrain from applying if you may not have sufficient time to work as a GTA due to academic work, internships, job hunting, or other commitments. (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.

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### **【Recruitment Numbers】**

Approximately 10 people.

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### **【Work Period】**

Mid-April to End of June 2026 (2.5 months)

*Note: For exchange students, the contract may end earlier depending on your departure date from Japan.*

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### **【Work Hours】**

- Maximum of 3 hours per week between 9:00 AM and 5:00 PM, Monday–Friday.
  - 1 hour for the session (required)
  - Up to 2 hours for session preparation (optional)
- Sessions will be held weekly; cancellations are not permitted except in cases of illness.
- Session schedules will be decided after the screening process.
- You may be asked to attend paid training sessions during the semester.
- You may also be asked to work on weekends or after 5:00 PM for special events, depending on your availability.

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**【Workplace】**

Mi-Room, Senriyama Campus

*You may occasionally be asked to work at another campus for special events, depending on your availability.*

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**【Salary】**

1,200 yen per hour

*Transportation expenses will be provided only if you work during semester breaks.*

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**【How to Apply】**

If you are interested in working as a GTA, please fill out the application form using the URL or QR code below:

<https://forms.office.com/r/SygtjG4nmP>



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**【Application Deadline】**

Wednesday, April 8th, 2026, 12:00 PM (JST)

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**【Document Screening】**

Document screening will be conducted based on the information you submit in the application form.

Results will be notified by email by Friday, April 10th.

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**【Interview Date】**

Interviews will be held for applicants who pass the document screening, on one of the following dates:

- Tuesday, April 14th
- Wednesday, April 15th

**Important notes:**

- Interviews will be conducted in person only. No alternative dates or times will be offered.
  - The interview slot you select in the form will be used only if you pass document screening.
  - You will be asked to give a 5-minute mock lesson.
  - Please prepare a simple 9-session syllabus (session plan) for the interview.
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**【Notification of Acceptance】**

Thursday, April 16th (by email)

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**【GTA Training】**

Tuesday, April 21st, 6:00 PM – 8:00 PM

- All new GTAs are required to attend this training.
  - The employment contract will also be completed on this day.
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**【Contact】**

International Education Support Office, Kansai University

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