

# Teaching Assistant (TA) Positions in Spring Semester 2010 for Introduction to Business Studies (2<sup>nd</sup> Year Research Project)

## 1. Class

Term	Day	Period	Course Title	Language	Faculty Member
Spring	TUE.	2	Introduction to Business Studies	E	FUJIMOTO Takeshi

## 2. Eligible Applicants

\* Applicants should be APM students in their 3<sup>rd</sup> year or above who have previously taken the Introduction to Business Studies course. For the course which is held in English, applicants should either be English basis students or Japanese basis students who have completed Advanced English I. Graduate students (GSM) may also apply.

We are looking for students who are cooperative, proactive and who display strong leadership skills.

## 3. TA Duties

- \* Attending class every week. Specifically, being present during lectures, taking the initiative in running workshops and leading discussions. 1 TA will be in charge of one class for workshops.
- \* Assisting in lectures. This includes cleaning whiteboards/blackboards, setting up and turning down or putting pack equipments, managing attendance, and preparing the following classes.
- \* Assisting with students in their presentations and discussions during workshops. This includes managing attendance, demonstrating how to use software for a presentation, giving instructions about methodologies of presentation and report, as well as consulting students.
- \* Carrying out other tasks that are given by the instructor or Academic Office when it is necessary.

## 4. TA Responsibilities

- \* Attending TA meetings when it is necessary.
- \* Attending ALL classes. The university may terminate a TA's employment if she or he is absent from class more than twice.
- \* Carrying out all TA duties listed above.
- \* Maintaining the confidentiality of any information acquired during TA duties.
- \* Filling in and stamping the work attendance sheet immediately after each class, and submitting this sheet by the deadline each month.

## 5. Employment Conditions

- \* Wages of 750yen/hr (undergraduate) or 1,000yen/hr (graduate) will be paid.
- \* All class days are considered as work days, and each class will be calculated as 2 hours in class and 2 hours in assisting or instructing students outside class for a total of 4 hours pay. TA meetings are not included in the work hours.
- \* Attendance record is closed on the 20<sup>th</sup> day of the month. Wages for the month will be paid on the 10<sup>th</sup> day of the following month.
- \* TAs are not allowed to register in other courses which are held in the same schedule of a class they are doing TA work.

## 6. Number of Positions / Method of Application

**[No. of positions]** : about 7 TAs,

**[Method of application]** : Please apply via the following webpage (you do not need to submit anything to the Academic Office).

["http://survey.apu.ac.jp/surveyja/entry.jsp?id=1264991115074"](http://survey.apu.ac.jp/surveyja/entry.jsp?id=1264991115074)

\* Either click on the above link while holding down the Ctrl key or cut and paste it into your browser. If the page does not display initially then try refreshing your browser.

**[Application deadline] :**

**Introduction to Business Studies EA: Tue. March 30, 2010, 16:30**

**[Announcement of results] :** A personal message will be sent to all applicants in early April, 2010.

**[Evaluation criteria] :** Prospective TAs applications will be assessed by the essay in application form and grade report, taking into consideration (1) enthusiasm for the position, (2) ability to carry out high quality TA work.

**[Orientation] :** An orientation session will be held in early April, 2010  
(details will be announced at a later date)

Academic Office