

## Recruitment of Teaching Assistants (TA) for Introduction to APU

The Academic Office is conducting recruitment of Teaching Assistants for Introduction to APU course as outlined below. We look forward to your applications.

### **1. Subjects requiring Teaching Assistants**

- \* Subject: Introduction to APU
- \* Semester: Spring Semester 2010
- \* Class Times: **6<sup>th</sup> period, every Thursday**

#### \* Class Contents:

One Japanese-basis and one English-basis class will be offered. Each class will be designed for approximately 30 students and will be led by one faculty member and five TAs. Under the guidance of the course instructor, each TA will be assigned to a group of six First-Year students to help facilitate group work and discussions based on various case studies on the university experience. The course is aimed at fostering students with basic knowledge essential to university life:

- (1) Abilities essential as a collage student (time management, interpersonal skills, etc.)
- (2) Skills necessary to enrich university life at APU (to gain a deeper understanding/recognition of the University itself, obtain fundamental skills to attain university-level knowledge, career planning, etc.)

#### \* Teaching Methods

Each class will be designed for approximately 30 students and will be led by one faculty member and five TAs. Under the guidance of the course instructor, each TA will be assigned to a group of six First-Year students to help facilitate group work and discussions based on various case studies on the university experience.

### **2. TA Qualifications**

- \* Second-year student or in a higher year in the 2010 Spring semester. Must have already obtained credits for First-Year Student Workshop I and .
- \* Must be able to communicate smoothly in English and Japanese.
- \* Active students who can cooperate with others and display leadership.
- \* Must be available to work on the 6<sup>th</sup> periods on Thursdays.
- \* Must be able to attend all Pre-Program TA training sessions (Fri, April, 9 (13:00 ~)), and meetings which will be held when necessary.

### **3. Role of TA**

- \* Must attend all classes and facilitate group work and discussions as instructed.
- \* Provide support during lectures by cleaning the blackboard/whiteboard, preparation and clearing of class materials and equipment, class attendance, and so on.

- \* To assist students with the preparation of research and presentations, edit reports, facilitate workshop discussions and student consultations.
- \* Other duties as directed by the course instructor or Academic Office where necessary.

#### **4. Duties of TA**

##### **1. Attend class, meetings and training sessions**

- \* **TAs must attend class every week, TA meetings and pre-training sessions.** If you must be absent for unavoidable reasons, be sure to receive the instructor's permission in advance. If a teaching assistant is absent from the class twice or more often, the instructor or the Academic Office can end the TA's employment contract.

##### **\* About Meetings:**

- TA Group Meetings (as and when it is necessary)
- Individual TA-Instructor Meetings will be held every week to confirm lecture material
- **\* Pre-Training Session: Fri. April, 9, 2010 (13:00 ~)**
- You are required to attend the pre-training sessions if you desire to apply for the position.

##### **2. You must promise not to divulge any privileged information that you may have gained while working as a TA.**

##### **3. You must fill in and stamp the attendance sheet immediately after each class**

#### **5. Conditions**

- \* Teaching Assistants will be paid 750 yen per hour.
- \* For each class, Teaching Assistants will be paid for two hours of in-class work and for two hours of out-of-class work, for a total of 4 hours. Training sessions and meetings are not included in TA working 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. To avoid delay in receiving payment, make sure that you enter an inkan stamp in the Attendance sheet immediately after the class/working, and that the stamp impression is clearly entered.
- \* Four hours of pay will be deducted for every class not attended.
- \* **Teaching Assistants will be unable to register for subjects held at the same time period as subjects they are working as TA for.**
- \* **International Students must acquire a work permit.**

#### **6. Application Method / Numbers**

- \* **Recruitment Numbers:** Japanese-basis TAs: about 10 TAs, English-basis TAs: about 5 TAs

- \* **Application Method:** Submit application on Survey by the deadline.

"<http://survey.apu.ac.jp/surveyja/entry.jsp?id=1265263417996>"

You may apply for both Introduction to APU and Workshop I. However, please be sure to submit a separate application for each class on Survey.

**Application Deadline: Sun. March 14, 2010**

- \* **Selection Result:** Will be posted on Campus Terminal on **Mon. March 29, 2010**

- \* **Selection Method:** Successful applicants will be chosen based on the submitted documents (Reasons for Applying, and academic grades).

- \* **Selection:** Enthusiasm for the position is evaluated from the submitted documents. Reasons for Applying and academic grades are also considered.