

## English TA Job Information: Academic year 2024-2025

The English Department of the Center for Foreign Language Education is looking for teaching assistants who will assist in freshman English courses for the academic year 2024-25.

English II's instructor team will conduct interviews to those who apply for English II TA position, because of particular skills that subject requires. Applicants to other English subjects are usually screened only through the application form. All notifications are done via e-mails. E-mails regarding interviews are sent some time after the application forms are submitted. The final decision regarding TA employment will be sent somewhere between late January and early February, 2024.

We look forward to your application.

### Eligibility & Qualification

- To apply, you must be a graduate student of Hokkaido University, either master's or doctor's, in April 2024. If you are a fourth-year undergraduate and have an admission to Hokudai's graduate school, you are eligible. You can choose to work in one or both of two semesters.
- **If you are going to take a semester or a year off, you cannot work during that time.**
- If you do not have an admission to graduate school, we cannot offer a TA position this time. However, if you submit the application form, we will put you on a waiting list, in case more openings come up.
- Skills needed for a TA vary depending on the kind of classes and instructors you work for. Some classes definitely need very good command of Japanese and/or English. Some classes require basic skills in using computers. In the application form, please indicate your level of proficiency in English, Japanese, and computer.

### Details of Application Process and Job Description

- **You need to have your advisor's permission to work as a TA.** Please ask him/her for a permission BEFORE you send off the application form.
- We recruit English TAs only once a year. Even if you are going to apply only for the 2nd semester of 2024, submit your application this time.
- TAs are required to attend a one-day TA training seminar in April (2024). Except for English II TAs, those who already have attended the seminar in the past are exempt from this requirement. **All English II TAs, including those with past experience as an English II TA, must attend the afternoon session of the seminar.**
- For English II TA applicants, interviews will be conducted December. Date and time are negotiable.

- TAs must take their responsibilities seriously. In other words, you basically are not allowed to quit the job or be absent, except for illness or other unforeseen emergencies. Therefore, please consider carefully about your research schedule, thesis deadlines, job searching and other important things in your life, and be sure they do not interfere with the TA jobs.
- You cannot register classes in the same class periods as the English classes you are going to work for. Similarly, you cannot overbook your English TA time with other subject's TA or RA job. You also should be aware of the time you need between your TA classes and the classes you attend as a student or other subjects' TA or RA, etc. if they are in consecutive periods. Allow enough time to move around the campus.
- We are aware that next academic years' time tables for Hokudai graduate schools are not ready at this time of the year. Please refer to the current year's timetable and try doing your best to select time periods that are most likely to be open for you. In case you have unexpected change of schedule even though your best efforts were made to comply with above terms, we will try accommodating to it by asking other TAs to take over the class, etc.

### **Payment**

Master's course students will be paid 1,200 yen per hour, and doctor's course students will be paid 1,350 yen per hour (subject to change). One class period amounts to two hours, which consists of 90-minute class time and 15 minutes recesses before and after the class.

### **Job Descriptions by English Courses**

(1) A TA will work with instructor(s) of the class(es) he / she is assigned. TA's jobs may include assistance in classroom, assistance of group lessons, making teaching materials, correcting student papers, using computers and audio-visual devices in the classroom, data entry, etc. TA tasks vary greatly by instructor to instructor, so consulting well with your classes' instructor(s) is crucial for doing your work.

(2) English II

English II is an online class with specific requirements. For details, visit <https://www.cll.hokudai.ac.jp/page/about/>

### **Documents You Need to Submit After a Job Offer**

After you receive a notification of TA job offer, you need to submit documents below. Usually in early March, the administration office of the Graduate School of International Media, Communication and Tourism Studies (「国際広報メディア・観光学院事務部総務担当」) will send you an e-mail requesting the documents to be sent to them. The deadline will be only after a week or so after the notice, so keep your eye on it. For those documents that require particular format, the administration office will send them to you as attachments. All the documents should be in Japanese, so get help if you are not sure how to prepare them properly.

(1) CV: required

(2) Certificate of Permission from your advisor: required

You need to have your advisor sign and stamp the document. You also need a photocopy of your student card attached to this form.

(3) Bank account information (name of your bank, account number, etc.): required

(4) A photocopy of your bankbook's cover and/or page(s) that show your bank's name, account number, and account holder's name: required

(5) A document that certifies that your bank account will accept your payment electronically: required only for those who have not submitted this form before

The above information will be only used for recruitment and payment purposes. They will never be used for other purposes.

### **Criteria of TA Selection**

The selection will be based on (1) the days and periods you can work, in terms of whether they match with the classes that want TAs, (2) your language, computer and other skills, in terms of whether they match with the kind of assistance needed for particular classes, demonstrated through the application form, and in case of English II, an interview.