



## Application Guidelines for 2021-2022 GEfIL Teaching Assistants

### 1. Description

The Center for the Development of Global Leadership Education is looking to employ a number of teaching assistants for the course “Independent Research Project - PHASE1” of its GEfIL Program (Global Education for Innovation and Leadership).

Under the supervision of the GLP-GEfIL Teaching Staff, the person in this position will work closely with students and provide advice and assistance for students’ research. As such, GEfIL Teaching Assistants will play an important role in facilitating students’ learning. Furthermore, the GEfIL Teaching Assistant position offers graduate students the opportunity to gain valuable experiences as educators.

### 2. Requirements

1. Applicants must be enrolled graduate students of the University of Tokyo for the entire period of the contract, i.e. November 2021 to end of May 2022.
2. Applicants must be fluent in English and able to teach in English.
3. Applicants must be recommended by one of the GLP Teaching Staff or Expert Mentors.

### 3. Responsibilities

Under the direction of GEfIL Teaching Staff, GEfIL Teaching Assistants will perform the following functions in the classes of GEfIL Independent Research Project (PHASE1), which are held on Saturdays. Note that the working language is English.

1. Assisting faculty with class management.
2. Giving advice and instructions on conducting research such as how to set an agenda, creating research questions, developing an argument, and verifying research results.
3. Managing group work (where required also outside of class sessions).

### 4. Projected Number of Acceptance

Approximately 7 GEfIL Teaching Assistants

### 5. Employment Period

1 November 2021 (or shortly thereafter) to 31 May 2022

### 6. Pay Rate

Hourly pay of 1,500 JPY, unless otherwise arranged\*

\*Hourly pay of 1,700 JPY may be applied to Doctoral program students.

### 7. Working Hours

Approximately 5 hours per week

### 8. Application Process

1. Receive approval from your academic advisor.
2. Fill out the Application for 2021-2022 GEfIL Teaching Assistant Position.

3. Submit completed and signed application form along with your CV either by email attachment or hard-copy to:  
Prof Nanyan Guo, GLP-GEFIL Deputy Director  
Center for the Development of Global Leadership Education  
Administration Bureau Building 2, 1st floor, Room 119  
The University of Tokyo  
7-3-1 Hongo, Bunkyo-ku  
Tokyo 113-8654  
Email: u-nanyan.guo@g.ecc.u-tokyo.ac.jp

9. Application Deadline  
**Monday, 11 October, 2021**

10. Selection

The selection of GEFIL TA candidates will be undertaken on the basis of a personal interview in English. The interview will be conducted by the GLP-GEFIL Deputy Director and arranged in agreement with the applicant.

11. Notification of Result

Applicants will be notified of the results of their application by latest 15 October 2021.

12. Inquiries

For inquiries about the teaching assistant positions please contact the  
Center for the Development of Global Leadership Education  
Professor Dr. Nanyan GUO (GLP-GEFIL Deputy Director)  
E-mail: glp-gefil.adm@gs.mail.u-tokyo.ac.jp or u-nanyan.guo@g.ecc.u-tokyo.ac.jp  
Phone: 03-5841-2925

### ***What is GEFIL and the Independent Research Project?***

The University of Tokyo's Global Education for Innovation and Leadership (GEFIL) is a minor degree program for a select group of 3<sup>rd</sup> and 4<sup>th</sup> year undergraduates, who have a keen interest in global issues and are eager to become the global 'change-makers' of tomorrow. GEFIL is taught entirely in English and consists of four components: the core course "Independent Research Project", a "Global Leader Lecture Series", the "GEFIL Abroad Program", and "GEFIL Expert Mentor Lecture Series". GEFIL started in 2015 and we will be welcoming our 7<sup>th</sup> cohort in the fall.

The GEFIL Independent Research Project forms the centerpiece of this program and focuses on critical contemporary issues. The GEFIL Independent Research Project course consists of two parts: PHASE 1 aims to provide students with transdisciplinary research skills, communication and presentation skills in English as well as team-building and teamwork competencies. To this end, PHASE 1 employs a project-based approach. In PHASE 2, students embark on their own Independent Research Projects within one of five large thematic fields under the guidance of an 'Expert Mentor' and with the assistance of postgraduate Teaching Assistants.

For further details please consult our webpage <http://www.glp.u-tokyo.ac.jp/en/> or contact the Program Director Prof Dr GUO.