



Application Guidelines for 2023-2024 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 as graduate students of the University of Tokyo for the entire period of the contract, i.e. December 2023 to end of May 2024.
2. Applicants must be fluent in English and able to assist with teaching in English.
3. Applicants will be asked to provide the email address of their UTokyo supervisor or a member of GLP-GEfIL, who can provide a recommendation.

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 8 GEfIL Teaching Assistants

5. Employment Period

1 December 2023 to 31 May 2024

6. Pay Rate

Hourly pay of 1,500 JPY, unless otherwise arranged

Hourly pay of 1,700 JPY may be offered to doctoral 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 2023-2024 GEfIL Teaching Assistant Position.

3. Write a short statement on the purpose of your application in one A4 page.
4. Submit completed and signed application form along with your CV either and statement by email attachment or hard-copy to:
Dr. Naoko HOSOKAWA, GLP-GEFIL Mentor
Center for the Development of Global Leadership Education
Akamon General Research Building, 1st floor
The University of Tokyo
7-3-1 Hongo, Bunkyo-ku
Tokyo 113-8654
Email: glp-gefil.adm@gs.mail.u-tokyo.ac.jp

9. Application Deadline
Tuesday, 31 October, 2023

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 Mentor and arranged in agreement with the applicant.

11. Notification of Result

Applicants will be notified of the results of their application by latest 14 November 2023.

12. Inquiries

For inquiries about the teaching assistant positions please contact the Center for the Development of Global Leadership Education
Dr. Naoko HOSOKAWA (GLP-GEFIL Mentor)
E-mail: glp-gefil.adm@gs.mail.u-tokyo.ac.jp or hosokawa.naoko@mail.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 3rd and 4th 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 9th 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: PHASE1 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, PHASE1 employs a project-based approach. In PHASE2, 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 Dr Hosokawa.