

Recruitment of GO Tutors

(Tutors for the AIKOM students and the first-year students of PEAK)

GO TUTOR SYSTEM

Globalization Office (GO) is looking for students who can support incoming students of AIKOM (Abroad in Komaba, a one-year undergraduate exchange program) and PEAK (Programs in English at Komaba, undergraduate degree programs).



GO Tutors assist the AIKOM/PEAK students with their studies, and give advice and assistance as the new students adjust to a new environment. The tutoring session will take place in GO Lounge, located in 21 KOMCEE. The tutoring is not necessarily a one-on-one session. There will also be GO Tutor Meetings, where each tutor will be asked to report on his/her work, and discuss how to deal with certain issues or how to improve the tutor system. GO Tutors will also take part in other related activities of GO, working with faculty members.

Each GO Tutor should have enough communication skills, problem solving ability as well as creativity, and should be willing to work with AIKOM/PEAK students. Working as a GO Tutor will be a great opportunity for those who are interested in befriending and collaborating with people of diverse cultural backgrounds.

JOB INFORMATION

PERIOD From October 1, 2013
The contract can be renewed every three months, if the faculty members of GO approve.

WORKING HOURS

1. Two or three fixed timeslots (=two to four hours) each week.
Timeslot options: lunchtime (Tue-Thu), 16:30-18:30 (Mon-Fri)
2. GO Tutor Meetings on Mondays (lunchtime), twice a month.
(paid)

3. The AIKOM/PEAK welcoming event on October 3, 2013 (15:00-16:00). (paid)
4. The explanatory meeting on September 26, 2013. (unpaid)

PAYMENT

900yen/hour

The salary will be transferred to each tutor's bank account after every three months (the salary for October-December 2013 will be paid in January 2014).

CONTENTS OF WORK

1. To assist the AIKOM/PEAK students academically.
2. To give advice to AIKOM/PEAK students on student life matters.
3. To take part in the operation of the GO Tutor System and other related activities of GO.

WORKING PLACE

GO Lounge (21 KOMCEE B1, Komaba Campus I)

QUALIFICATIONS

1. Being a student of the University of Tokyo, either undergraduate or graduate, Japanese or international.
2. Superior academic ability in one or more fields.
3. Fluency in English (minimum of TOEFL 80 or equivalent), as well as ability to conduct daily conversation in Japanese.
4. Excellent communication skills.
5. Be available on working hours listed above.

NUMBER TO BE HIRED

5-10 people

RECRUITMENT PROCESS

APPLICATION PERIOD (VIA E-MAIL)

From September 1 (Sun) to September 10 (Tue), 2013

E-MAIL TO THE APPLICANT WHO PASSED THE FIRST SCREENING

September 13 (Fri), 2013

After the initial screening, qualified candidates will be called for an interview.

INTERVIEW (AT GO)

September 19 (Thu), 20 (Fri) or 23 (Mon), 2013

EXPLANATORY
MEETING
(AT GO)

September 26 (Thu), 2013 13:00-

The successful applicant will attend the explanatory meeting.

HOW TO APPLY

Please download the file of "GO Tutor application documents", fill out the documents, and send it to go@global.c.u-tokyo.ac.jp via e-mail during the application period (from September 1 to September 10, 2013). The title of the e-mail should be "GO Tutor application".

You can download the file of "GO Tutor application documents" from UTask-Web, UT-mate, or the website of Komaba IO Support Center.