

Technos College Teaching Assistant Internship Program 2024-2025

January 17, 2024

The Technos Teaching Assistant (TA) Internship Program was founded in 2014 to facilitate in-person learning and exchange of language, culture, and ways of thinking via interaction between students of Technos College and its sister schools. For the TA Internship Program, Technos annually invites two teaching assistant interns from its ten sister schools in the USA, UK and New Zealand.

Technos College is thrilled to announce the TA Internship Program to recent graduates or graduating students of its sister schools. This program provides participants with a unique opportunity to work internationally in the field of education, while experiencing all that Technos College, Tokyo, and Japan and its history, culture and traditions have to offer.

～ Position Information / Details ～

Positions	2 teaching assistants
Duration	September 2, 2024 – July 31, 2025
Job Description	<p><Regular Work Responsibilities></p> <ul style="list-style-type: none">- Assist in English classes taught by teachers speaking English as a 1st language- Assist in English classes taught by Japanese teachers- Prepare for classes: class materials, quizzes, correcting assignments, etc.- Prepare and teach English conversation and orientation lessons to Technos students preparing for exchange programs with sister schools- Plan, prepare and participate in school activities and events- Communicate and interact with Technos students outside of class- Write for Technos blogs, social media platforms, and school newsletters <p><Other Optional Activities></p> <ul style="list-style-type: none">- Audit Technos classes of interest- Participate in Technos clubs of interest
Working Hours	<p>7hrs + 1hr break per day between 9:00 and 19:00, Monday ~ Friday (35hrs/week)</p> <ul style="list-style-type: none">- Working hours will be set in consultation with the Department Chief, and may change based on school schedules, events, and student attendance.
Qualifications / Requirements	<ul style="list-style-type: none">- Native-level English speaker ㊟ Non-native English speaker with native-level English proficiency- Technos College sister school senior graduating this spring or recent graduate (must have diploma in hand by spring: required for Japan visa application)- Interest in education, teaching, and Japanese culture- Good communication skills- Outgoing and approachable- Open-minded, accepting, and respectful of other cultures

Assets	<ul style="list-style-type: none"> - Strong spoken and written communication skills - Confident in being able to correct students' English speaking and writing - Overseas study and/or work experience (in Japan) - Highly developed social skills - Ability to be flexible while adjusting to new environments - Self-motivation, reliability, and time-management skills - Japanese language skill
Compensation	<p>¥180,000 / month</p> <ul style="list-style-type: none"> - ¥17,000 is deducted for rent and utilities (gas, electric, water, Wi-Fi) - Deductions will also be made for social insurance, pension, unemployment insurance, and income tax, in accordance with Japanese law.
Accommodation	Technos College provides a furnished dormitory room with kitchenette and private bath in a small apartment complex across the street from the school.
Airfare Expense	Technos College covers the expense of round-trip airfare (two one-way tickets) between the intern's home country and Japan. If the intern terminates employment before the end of the contract term, Technos will not provide for the return airfare. In the unforeseeable and extenuating circumstance that the intern decides to terminate employment due to health and safety concerns, arrangements and cost allocation for the intern's one-way ticket back to Employee's country of residence shall be made upon mutual agreement.
Holidays	<p>10 days paid leave after six months employed, in accordance with Japanese law</p> <ul style="list-style-type: none"> - Additional holidays: 2 weeks winter vacation and 1 week spring vacation - Vacation schedules to be determined with the English Department Chief
Application	Completion of the attached application form, a 250-500 word essay on why this program is of interest to you, and two letters of recommendation from professors

<< See page 3 for comments from past Technos TA interns >>

Comments from Past Technos TA Interns

As English TAs, our main job is to help students with their homework, test preparation, interview practice, etc. However, our goal is not merely to help them get high scores, but rather to encourage their self-improvement. That involves more than just working with their papers and grades.

While some students are pretty good at English, the level of most students is not the highest I've seen. They're quite shy, and they're from a variety of majors, some of which do not study English at all. There can therefore be a big difference of level among Technos students, so you should be welcoming, conscientious, and patient.

It's recommended to speak English to the students as much as possible so they can practice the language. If you expect to improve your Japanese by speaking it all the time at work, that likely won't happen. You should have plenty of opportunities to speak Japanese with Technos staff, however, and outside of work you can immerse yourself in the language and culture as much as you want.

As for the money, you'll get paid as an intern, so not a lot. But the net income is more than enough to live comfortably in Tokyo. I always save at least half of the salary for loan payment and big travels, and still have enough to go out every weekend.

Leisure activities aside, groceries and transportation are the two main expenses. Cooking by yourself saves a lot of money, and there are a number of supermarkets around the apartment. The apartment is right across the street from Technos and about a 20-minute walk from the nearest train station.

Our job includes updating Technos blogs and social media, as well as writing articles for the Technos Newsletter, which goes out to the sister schools. There is also planning and preparing for various events. This job requires you to be outgoing, understanding, good-humored, patient, self-sufficient, and hard-working.

The work schedule is flexible, and you can take classes or join clubs that are of interest to you, as long as you work it out with the Department Chief. You may occasionally be asked to come in on weekends for special events, but you'll get days off in exchange.

Koganei is an awesome place to live as it is full of parks and interesting sights, while also providing easy access to everything the rest of Tokyo has to offer. I personally wish I had had more Japanese experience prior to arriving in Japan as it would have benefitted my personal adventures. But if you are open-minded, positive, and diligent, this internship is rewarding in many ways.