



Academic Solutions

## English Tutors (Part-time) at Waseda University Academic Solutions

Application deadline: July 21, 2025

### *Job Description*

*\*We are seeking experienced tutors to teach English conversation classes at Waseda University on the Waseda and Tokorozawa campuses.*

### **Tutorial English**

Tutorial English is a communication program for Waseda University students, designed around the primary goal of improving students' speaking proficiency and interactional competence. It is a compulsory course for students from several university departments, while others take it as an elective. Class sizes are small, with a maximum of four students. All lessons are conducted exclusively in English. In each lesson, students practice a specific language skill. To maintain standards of instruction and student assessment, tutors are required to use the course textbooks, from the in-house Talk series, according to a set schedule.

The Tutorial English classroom is "student-centered," meaning most of the interaction during the lessons is between students. The tutor acts as a facilitator by defining learning objectives, monitoring student interaction and providing constructive feedback. The course textbooks have been designed with this approach in mind. The guiding principle is that students should do as much as possible during the lessons: read instructions, decide roles for activities, self-correct and, above all, take initiative during all communicative tasks, conversations and discussions. Ultimately, the course is designed to help develop language skills through active participation and exchange.

Tutorial English follows a quarter system, with five-week terms in spring, summer, fall and winter. A single, ten unit Talk textbook is taught in each quarter. Tutorial English lessons are 100 minutes long, and one unit is taught in each of a quarter's ten lessons. Tutorial English lessons are taught during Waseda University's Periods 1-5. Period 1 starts at 8:50 a.m. and Period 5 ends at 6:40 p.m.

### *Qualifications*

- University degree (Bachelors or above)
- At least one year of English conversation teaching experience
- Valid work visa for Japan
- TOEIC 900 or above and overseas experience for applicants whose first language is not English.
- Must attend an interview in Tokyo, Japan

### *Desirable*

- TESOL qualification (e.g. CELTA) preferable
- Computer and word processing skills

### *Remuneration*

#### Payment

Lesson Rate: Roughly 6,080 yen per 100-minute lesson

#### Additional Payment:

- Review sheets: 1,041 yen/student/sheet
- Tokorozawa Allowance: Daily allowance paid per day at Tokorozawa
- Local transport expenses: Paid per trip, based on the most reasonable commuting route to the campus
- ※ Local transportation fee will be reimbursed (Limited express trains are not reimbursed.)
- ※ Driving to work is prohibited.

### *Additional Information*

#### Work Location:

(Waseda Campus)

Waseda University Academic Solutions Corporation



〒169-0051 Tokyo Shinjuku-ku, Nishiwaseda 1-3-24

(Tokorozawa Campus)

〒359-1192, Saitama, Tokorozawa-shi, Mikashima 2-579-15

### Employment Conditions

-Teaching Hours: 100 minutes/lesson

-20 minutes (estimated) / lesson for post-lesson work: i.e. registering attendance and assessment marks and comments to students via the course website

Part-time tutors:

-must be available for at least 4 consecutive periods on both Thursdays and Fridays.

-must be available to teach at both Tokorozawa and Waseda campuses.

-will be assigned a minimum of 6 lessons per week.

-will be assigned a maximum of 11 lessons per week.

-will be assigned lessons based on availability.

-are required to attend an initial two-day training workshop at Waseda and Tokorozawa campuses prior to their first semester of teaching.

-are required to attend subsequent training workshops conducted prior to the start of each semester.

Starting date: End of September 2025 \*Starting date is negotiable.

Term of Employment: One year \*Contract renewal limit: None

### *How to apply (\*Application deadline: July21, 2025)*

Please apply for this position via URL:

[https://docs.google.com/forms/d/e/1FAIpQLSfx0BgAEd8RvQ4z93R7b0uRDdcwLKE-9-\\_a5GX7i1IWpMQf-A/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfx0BgAEd8RvQ4z93R7b0uRDdcwLKE-9-_a5GX7i1IWpMQf-A/viewform)

The following need to be submitted with your application:

1. After reading about Tutorial English on this website, and drawing from your experience as a teacher, how will you be successful working in this program?

*(200 word response)*

2. Please describe your strengths and weaknesses as an English language teacher.

*(200 word response)*

### **[Please note]**

There will be a preliminary screening based on the documents submitted. Only successful applicants will be contacted for a face-to-face interview by 24 July, 2025.

Interview dates will be provided individually to selected candidates. (Interviews are expected to take place from late July through August.

### **[Inquiries]**

If you have any questions, please contact the following email address: [hr-inquiry@w-as.jp](mailto:hr-inquiry@w-as.jp)

### **[Company Information]**

Name: Waseda University Academic Solutions Corporation

Founded: August 2, 2004

Capital: 50 million yen

Shareholder: Waseda University Group Holdings Inc.

URL: <https://company.w-as.jp/information/>