

Assistant Language Teacher (ALT) Position

Kobe University Secondary School

1. JOB TITLE & JOB DESCRIPTION

- A) Job title: Assistant Language Teacher (ALT)
- B) # of job openings: 1
- C) Location: Kobe University Secondary School
(Address: 5-11-1 Sumiyoshiyamate Higashinada-ku Kobe)
- D) Contract period: April 1, 2022 to March 31, 2023
Annual contract renewal is possible up to 3 years, and can be extended to 5 years if authorized by Kobe University.
- E) Terms of employment:
 - ① Salary: ¥ 3,500/hour
 - ② Work hour: 8:30 to 15:15 (including 45 minutes break)
 - ③ Holidays: Saturday, Sunday, national holiday, new year holidays, summer break, winter break, spring break, mid-term and final exam week
 - ④ Insurance: industrial accident compensation insurance
 - ⑤ Overtime: Judging duty for a debate contest once a year on a day off
- F) Job duties:
 - ① Assisting Japanese teachers of English to deliver English lessons (about 20 hours per week)
 - ② Assisting lesson planning & exam preparation, revising students' thesis (about 5 hours per week)
 - ③ Helping students with preparation for a contest and judging duty for a debate contest (about 5 hours per week)

2. ELIGIBILITY: Applicant must meet all the following criteria.

- ① Have a bachelor's degree and/or a master's degree
- ② Is a native English speaker or equivalent
- ③ Have at least 3 years of language teaching experience

3. APPLICATION INSTRUCTIONS: All applications are submitted by mail. Your application should include:

- ① ALT Application Form (in both Japanese & English)
- ② Photocopy of valid working VISA

Mailing address: 〒658-0063 神戸市東灘区住吉山手 5-11-1

神戸大学附属学校部総務・中等教育学校グループ (総務・教務担当)

Applications must arrive no later than January 21, 2022.

4. SELECTION PROCESS/RESULT: After we receive your application, those that pass our application screening will be invited to an interview. Interview is planned to be held in mid-February. All the screening results will be sent by e-mail. We will NOT respond to inquiries regarding the result.