

Hiroshima University Writing Center

Student Tutors Recruitment (Internal Applicants Only)

1. Number of Positions	Approximately 3 positions
2. Position Title	Qualified Teaching Assistant (QTA)
3. Contract Period	October 2, 2026 to February 28, 2027. (scheduled) The contract may be extended depending on work performance and operational needs. The maximum total employment period is four years. If the applicant has previous employment history at Hiroshima University, the renewal limit will be determined separately.
4. Working Location	Writing Center, 1st floor of the Central Library, Higashi-Hiroshima Campus
5. Working Hours	Shift-based work from Monday to Friday (excluding national holidays), in the following time slots: 10:15-12:15, 12:35-14:35, 14:20-16:20, and 16:05-18:05. Approximately 2 to 5 shifts per week during the academic term, plus a staff meeting about once a week.
6. Salary	Doctoral students: JPY 1,500 per hour; Master's students: JPY 1,300 per hour
7. Duties	Offering writing tutorials in English, e.g. essays, assignments, bachelor thesis, master thesis and doctoral thesis. Other related work in the Writing Center
8. Qualifications	① Be enrolled as a graduate student at Hiroshima University during the 2026 academic year. ② Have completed the Qualifying-TA Program and obtained the QTA qualification, or plan to complete the course and obtain the certification by the end of September. https://www.hiroshima-u.ac.jp/en/capr/qta ③ Finish getting a credit from "Technology-enhanced Research Writing" or other academic writing class ④ Excellent oral and written communication skills in English required; proficiency in Japanese is an advantage ⑤ Be able to work at Writing Center in Higashi-Hiroshima campus ⑥ Be available to work at least two shifts per week.

⑦ Demonstrate professionalism and responsibility as a Writing Center tutor.

⑧ Application for Permission to Engage in Activity Other Than That Permitted under the Status of Residence Previously Granted

* International student only

⑨ Ideally continue to work at least for one year

9. Application Deadline Applications must arrive no later than Monday, August 24, 2026.

10. Application Procedure Please send the following documents by e-mail to the Writing Center: wrc@hiroshima-u.ac.jp

CV/Resume; Application Form (Available for download from the Writing Center website); Academic paper or research proposal; Copy of Student ID; Residence Card copy (international students only). .

11. Selection Process 1. Selection will be made based on all application documents submitted.

2. Shortlisted candidate will be invited for interviews. Interview will be about for half an hour by MS Teams or face to face.

Results will be notified by phone or email.
If we are unable to contact you, your application will be considered withdrawn.

12. Contact Information Hiroshima University Writing Center
Tel: +81-82-424-6201
Email: wrc@hiroshima-u.ac.jp

13. Additional Information Application documents will be disposed of appropriately after the selection process. Personal information will be used solely for recruitment and employment-related administrative procedures.