

Staff position at Osaka Gakuin University:

We're looking for a full-time employee here at the I-Chat Lounge at Osaka Gakuin University. We run a facility which provides Osaka Gakuin University students with the opportunity to interact and get tutoring from English speakers in a relaxed but authentic environment. The job mainly consists of tutoring and conversation practice, but additional activities and duties include assisting students with English test preparation (mainly TOEIC, but occasionally Eiken and TOEFL), helping outbound study abroad students with their pre-departure training, training inbound study abroad students as short-term interns, as well as planning, organizing, running, and promotion of workshops and events. Also, creating a series of mini-lessons to improve students' speaking, listening, writing, and reading skills and proficiency levels during students' summer and spring breaks.

Osaka Gakuin University is a medium-sized university (approximately 6000 students) focused mainly on Business, International Studies and Foreign Language. It is located about a 7~8 minute walk from JR Kishibe station (1 stop from Suita, 3 stops from Shin Osaka) and about the same distance from Hankyu Shojaku station (about 3 stops from Awaji, 7 stops from Hankyu Umeda by local train).

Ideal applicants should be/have

- Minimum, a CELTA or similar TESOL qualifications.
- Proficient with basic office technology and computer software.
- At least a year experience working in Japan and knowledgeable about working in a Japanese business environment.
- Open-minded, friendly, approachable and reliable.
- Can work independently, as well as collaboratively as a team member.
- Excellent communication skills.
- Japanese language proficiency not required but is a plus.

For more information, please see our website:

OGU website: <https://www.ogu.ac.jp/english/>

I-Chat homepage: <https://www.ogu.ac.jp/english/academics/resources/ichat/>

Details:

\* Monday to Friday, 9-5 with an hour lunch break, plus 1 - 2 Saturdays a month.

\* One week of holiday during August (Obon vacation) + one week of holiday during New Years + 3 additional days of during the summer + 10 additional paid leave days during your first contract (effective after 6 months)

\* Will be required to work Open Campus events (6 times a year) and the school festival weekend in October but will get substitute days off during the months for working these events. (should they fall on a Sunday)

\*Private health insurance for you and your family.

\* Assistance with visa support.

\* Start date is July 1<sup>st</sup> 2025.

\* Contracts are for one year for a maximum of three years.

To apply, please send your CV and a cover letter to:  
[ichat.admin@ogu.ac.jp](mailto:ichat.admin@ogu.ac.jp)