

**Call for Applications to fill up vacancies for Postdoctoral Fellow of the Faculty of Science and Technology, Sophia University**

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Sophia University is inviting applications for the position of postdoctoral fellow for academic year 2019. Interested parties may apply by following the procedures specified below. A few new postdoctoral fellows will be recruited..

**1. Job description**

The postdoctoral fellow will carry out original research on the basis of knowledge and experience accumulated while working as a research assistant. Under the supervision of his/her immediate supervisor, the postdoctoral fellow will engage in the following tasks. Working hours are 30 hours per week.

- (1) Assist in course work and laboratory classes of the Faculty (undergraduate) and the Graduate School of Science and Technology
- (2) Assist in advising and educating students of the Faculty and the Graduate School of Science and Technology
- (3) Manage general affairs related to course work and educational activities of the Faculty and the Graduate School of Science and Technology
- (4) Supervise examinations of the Faculty of Science and Technology (including the entrance examination)
- (5) Assist in research activities of the Faculty and the Graduate School of Science and Technology and Sophia Research Organization
- (6) Manage general affairs related to research activities of the Faculty and the Graduate School of Science and Technology and Sophia Research Organization

**2. Responsibilities**

The postdoctoral fellow should abide by the spirit of the University's founding, exert every effort for the development of the University in cooperation with colleagues, strictly observe regulations, and fully devote him/herself to the assigned duties. At the end of each academic year, the postdoctoral fellow should report research achievements to the president through his/her immediate supervisor.

**3. Term**

The term is two years with one academic year as a unit. The continuation of the position for the next year will be determined on the basis of an annual screening.

**4. Starting date of employment**

April 1, 2019

**5. Compensation and research funding**

The starting compensation is 200,000 yen/month (commensurate with experience). The postdoctoral fellow will receive the following financial support: allowance of compensation at the end of the term; funding for individual research; travel allowance for academic meetings.

**6. Qualifications**

The applicant must satisfy at least ONE of the following requirements:

- (1) Has completed or is expected to complete the doctorate course at the Graduate School of Science and Technology, Sophia University, by March 2019.
- (2) Has completed a doctorate course at a graduate school of a university (universities other than Sophia University are acceptable) and has enrolled in Sophia University (Faculty or Graduate School of Science and Technology) for at least five years.
- (3) Was enrolled in the doctorate course at the Graduate School of Science and Technology, Sophia University but left the Graduate School without completing the doctorate course, or will leave by March 2019.

In addition, the applicant must satisfy ALL of the following requirements:

- (1) Is not employed by any organization in a full-time position
- (2) Is 35 years old or younger at the date of acceptance
- (3) Is not a Research Fellow for Young Scientists of the Japan Society for the Promotion of Science at the date of acceptance
- (4) Is a researcher who is expected to excel in his/her field

The applicant is required to select a supervisor according to his/her research subject, and obtain the supervisor's approval before applying for the position.

Note that a postdoctoral fellow is required to apply for external funding, such as a Grant-in-Aid for Scientific Research. Please make sure that when applying for the position of postdoctoral fellow, the current state of research funding (e.g., plan to apply, or already applied) is described under research achievements in the application form.

## **7. Application method**

The applicant should submit in person an application form containing his/her resume and research achievements on specified forms to the Dean's Office (Room 3-547A). The application form can also be sent via registered mail to the Dean's Office, Faculty of Science and Technology, Sophia University, 7-1 Kioi-cho, Chiyoda-ku, Tokyo 102-8554, Japan. The application form can be obtained from the supervisor or by sending an e-mail to the Dean's Office at [f-scitec@sophia.ac.jp](mailto:f-scitec@sophia.ac.jp).

## **8. Application deadline**

Application forms must reach the Dean's Office by Friday, November 9, 2018.

## **9. Screening method**

Applicants who pass the document screening step will be recommended as candidates to the president of Sophia University. The selected candidates will be notified in the late December, 2018. After going through the University's selection process, a final decision will be made in the beginning of February, 2019.

## **10. Others (Working "off" Sophia University)**

The postdoctoral fellow may work off campus as a part-time lecturer at another university or private sector unless there are no influences to his/her main duties at Sophia University. The postdoctoral fellow needs to approve from his/her supervisor and Dean firstly. After approval, the postdoctoral fellow needs to have permission from the Vice President for Academic Affairs. Classes due to teaching at another university are expected within two hours (one class) per week in each semester.