

## **Call for Applications to Fill Up Vacancies for Research Assistants of Faculty of Science and Technology, Sophia University**

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Sophia University is inviting applications for the position of research assistants for academic year 2021. Interested parties may apply by following the procedures specified below. Two new research assistants will be recruited.

### **1. Job description**

The research assistant 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 research assistant will engage in the following tasks. Working hours are 15 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 the 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
- (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 research assistant 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 the regulations, and fully devote him/herself to the assigned duties. At the end of each academic year, the research assistant should report research achievements to the President through his/her immediate supervisor.

### **3. Starting date of employment**

October 1, 2021

### **4. Term**

The term is three 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.

### **5. Compensation and research funding**

1,350 yen/hour (87,750 yen/week assuming 15 working hours per month) (as in 2020)

### **6. Qualifications**

The applicant must satisfy ALL of the following requirements:

- (1) Has completed the master's course (or is expected to complete the master's course by September 2021) or is currently enrolled in the doctorate course (or is expected to be enrolled in the doctorate course in September 2021) at the Graduate School of Science and Technology, Sophia University
- (2) Is not employed by any organizations in a full-time position
- (3) Is 32 years old or younger at the date of acceptance
- (4) Is not a Research Fellow for Young Scientists of the Japan Society for the Promotion of Science at the date of acceptance
- (5) 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.

### **7. Application method**

The applicant should submit in person an application form containing his/her resume and research achievements on specified forms. The application form can send only 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 only e-mail to the Dean's Office at [f-scitec@sophia.ac.jp](mailto:f-scitec@sophia.ac.jp) by Tuesday 15:00, July 6, 2021.

### **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 August, 2021. After going through the University's selection process, a final decision will be made in the late September, 2021.

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

The research assistant 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 research assistant needs to approve from his/her supervisor and Dean firstly. After approval, the research assistant 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.