

Call for Applications 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 2024. Interested parties may apply by following the procedures specified below. For those who currently are postdoctoral fellows and wish to apply for the continuation of this position for 2024, details will be forwarded to them separately.

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, 2024

5. Compensation and research funding

The starting compensation is 260,000 yen/month. The postdoctoral fellow will receive the following financial support: allowance of compensation at the end of the term; Individual education/research funds; 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 2024.
- (2) 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 2024.

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 not a Research Fellow for Young Scientists of the Japan Society for the Promotion of Science at the date of acceptance
- (3) 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 Documents

- ① Application Form for PD 2024 ※Specified Form
- ② Resume and Research Achievements ※Specified Form
- ③ Details of Research Grant ※Specified Form

Forms may be obtained from your supervisor or requested by emailing f-scitec@sophia.ac.jp.

8. Application deadline

September 20, 2023, 11:59 p.m. (JST*)

* Date and time are based on Japan Standard Time.

9. Place to Submit

Send electronic data to f-scitec@sophia.ac.jp

Title of the email must be "APPLICATION (PD for 2024)"

*Accepted **only by e-mail**

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, 2023. After going through the University's selection process, a final decision will be made in the beginning of February, 2024.

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.

Work away from his/her main duties at Sophia University (such as working abroad or staying at another domestic institution) while employed as the postdoctoral fellow may not be approved depending on the time and duration of his/her stay. If the applicant plans to work away from his/her main duties at Sophia University, please inform us of the destination, duration, and purpose of your stay at the time of application.