

September, 2023

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 2023. Interested parties may apply by following the procedures specified below. A few 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. 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.

4. Starting date of employment

December 1, 2023

5. Compensation and research funding

87,750 yen/week assuming 15 working hours per month

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 2023) or is currently enrolled in the doctorate course (or is expected to be enrolled in the doctorate course in September 2023) at the Graduate School of Science and Technology, Sophia University
- (2) Is not employed by any organizations in a full-time position
- (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.

7. Application Documents

- ① Application Form for RA 2024 ※ Specified Form
- ② Resume and Research Achievements ※ Specified Form

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

8. Application deadline

September 29, 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 (RA for 2023)"

* Accepted **only by e-mail**

10. 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 October, 2023. After going through the University's selection process, a final decision will be made in the Mid-November, 2023.

11. 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.

Work away from his/her main duties at Sophia University (such as working abroad or staying at another domestic institution) while employed as the research assistant 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.