

Application Guidelines for a Research Associate Position at the School of International Liberal Studies, Waseda University

- 1. Number of Positions:** One
- 2. Beginning date:** April 1, 2012
- 3. Period of Employment:** 3 years
- 4. Field of Research:** Japanese Studies (Humanities and Social Sciences)
- 5. Salary and wages:** As per university rules
- 6. Qualifications:** Master's or higher degree (including applicants scheduled to graduate in March, 2012).

The following reservations apply:

- (1) Applicants should not have had prior experience as a Research Associate at Waseda University.
- (2) Applicants should not be employed elsewhere at time of employment.
- (3) Applicants should be native speakers of English or possess equivalent fluency
- (4) Applicants should have communicative competence in Japanese.

Note 1: Primarily, a research associate conducts his/her own research.

In addition, he/she is expected to assist with the following work at the School.

(This will occupy on average 2 days [14 hours] a week.)

- Assistance advising students from overseas institutions attending SILS on one-year programs
- Assistance in preparation and correction of internal documents in English
- Attendance at guidance and orientation of students
- Assistance in course administration (esp. *Introduction to Cross-cultural and International Education*)
- Assistance in editing academic publications of the School
- Assistance in planning and carrying out special lectures sponsored by the School
- Supervision of entrance and other examinations
- Other duties at the discretion of the Dean

7. Documents to be submitted:

- (1) A curriculum vitae and related information. Please follow the link below to the website of the School of International Liberal Studies. You can download copies of the application form from there: <http://www.waseda.jp/sils/news/ap/index-e.html>
- (2) A certificate of your highest education and transcripts from all post-secondary educational institutions attended.
In the case of applicants enrolled in master's programs, a certificate of expected graduation.
In the case of applicants enrolled in doctoral programs at Waseda University, a certificate of enrolment in the program.
- (3) The name, affiliation, and contact information of a referee.
- (4) Research plan and statement of what you intend to accomplish as a Research Associate at the School of International Liberal Studies (in Japanese or English)
- (5) Major academic publications or research papers, up to three, including the master's thesis (copies are acceptable).

Note 2: In principle, the documents will not be returned to the applicant.

8. Application Period: until Monday, January 16, 2012 (The application must arrive by this date.)

9. Application Process: All documents should be placed in an envelope marked "Application for Research Associate Position" in red, and sent to the address below by registered mail or other document

delivery service.

10. Address for Documents:

Research Associate Employment Group
School of International Liberal Studies, Waseda University
1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo, Japan 169-8050

11. Selection Process:

- (1) Preliminary screening will be based on application documents. Candidates who pass the first stage of the selection process will be notified by January 25, 2012.
- (2) Interviews for candidates advancing to the second stage are scheduled to be held at the end of January, 2012.

12. Enquiries:

Research Associate Employment Group, School of International Liberal Studies, Waseda University
E-mail: sils-ap-01@list.waseda.jp

13. Additional Information:

For further information on the School of International Liberal Studies see:

<http://www.waseda.jp/sils/en/index.html>

The personal information you have submitted will be used in the selection process. If you are selected for appointment, that personal information will be retained in your record of employment. The personal information of other persons will be carefully disposed of by Waseda University.

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