

## **The Waseda International House of Literature (The Haruki Murakami Library)- Application Guidelines for Research Associate and Assistant Professor (non-tenure-track)**

The Waseda International House of Literature invites applications for the position of Research Associate or Assistant Professor (non-tenure-track) as follows.

### **Position:**

Research Associate or Assistant Professor (non-tenure-track) (full-time, fixed-term)

\*Candidates holding a doctoral degree or those who obtain one by the date of appointment will be appointed as Assistant Professors. If a Research Associate obtains a doctoral degree during the term of office, they will be reassigned as Assistant Professor (non-tenure-track) position following the procedures prescribed by the University.

### **Number of Positions: 1**

### **Field of Specialization:**

Literature (Contemporary Japanese Literature; Comparative Literature (including studies on Murakami Haruki and related topics) )

### **Date of Appointment:**

From April 1, 2026

### **Term of Office:**

3 years. No extension allowed.

\*If applicants hold an employment contract with Waseda University at any time since April 1, 2013, without interval of minimum 6 months before the date of appointment, regardless of the job title, the period of employment may differ from the above description.

### **Qualifications:**

Research Associate: Applicants must meet the following requirements.

- (i) Those who have obtained a master's degree or those who have academic ability equivalent or higher.
- (ii) Applicants must not have previously held a Research Associate position at Waseda University.
- (iii) Applicants must be able to perform their duties in Japanese and communicate

fluently in English.

\*If the successful applicant enrolls in a doctoral course after the date of employment, it must be of the graduate school of Waseda University.

Assistant Professor (non-tenure-track): Applicants must meet the following requirements.

- (i) Those who have a doctoral degree.
- (ii) Those who are not enrolled at Waseda University as of the date of appointment.
- (iii) Applicants must be able to perform their duties in Japanese and communicate fluently in English.

### **Expected Responsibilities:**

Research: Contemporary Japanese Literature; Comparative Literature (including studies on Murakami Haruki and related topics)

Duties:

In addition to their own research, the successful applicant will be engaged in the following tasks.

- (i) Creation and international dissemination of web documents and other information related to Haruki Murakami's and other literary research (including multilingualization)
- (ii) Compiling a chronological record of Haruki Murakami's works based on academic findings
- (iii) Assistance in the planning and implementation of public seminars inviting prominent scholars of Haruki Murakami literature from Japan and abroad
- (iv) Providing expert knowledge and assistance in the implementation and operation of various symposiums and workshops
- (v) Assistance in preparation and editing of The Journal of The Waseda International House of Literature
- (vi) Assistance in the operation of special exhibitions
- (vii) Organizing books and donated materials in the collection
- (viii) Other matters deemed necessary by the Director

### **Place of Work, Duty Hours:**

Place of work: In principle, at Waseda University each campus

Duty hours: Scheduled working days and working hours (when you start/finish, rest periods) are based on the university Regulations. The discretionary labor system for professional work (working hours will be deemed as 8 hours per day) will be applied

to research work. Working hours and the way to proceed with work are at the discretion of faculty.

### **Salary and Benefits:**

Salary, Benefits and Commutation Expenses: in accordance with Waseda university Regulations.

Allowance for each term and retirement allowance: Not provided.

Social insurance: the employee shall be enrolled in the Employee's Pension Insurance, Health Insurance, Workmen's Compensation Insurance, and Employment Insurance.

Holidays: Saturdays, Sundays, the end and the beginning of the year, National Holidays, compensatory holidays appointed by Waseda University for holding classes on public holidays, and University Anniversaries (excluding days specified by the university on which classes are held).

Vacations: Vacations determined in acts such as Labor Standard Acts and Vacations determined by the university.

### **Application Procedures:**

Please submit the following documents by the deadline.

- (i) Curriculum vitae (on a form prescribed by the University)
- (ii) Educational and research achievements (on a form prescribed by the University)
- (iii) Statement of reasons for applying (approximately 1,200 words)
- (iv) Three copies of major publications (photocopies are acceptable) \*It is desirable that the publications include English-written materials
- (v) A letter of recommendation (prepared by the applicant's academic advisor)
- (vi) Documents certifying the applicant's final academic background (certificate of completion of research guidance (certificate of withdrawal) in the case of withdrawal from the doctoral course), or documents showing that the applicant has academic ability equivalent or superior
- (vii) A copy of the doctoral degree certificate or a certificate of doctoral degree acquisition (if the applicant has obtained a doctoral degree)

\*In principle, the above application documents (i), (ii), (iii) and (v) must be written on A4 size paper and in Japanese.

\*The formats for (i) and (ii) above should be downloaded from the following URL.

<https://waseda.box.com/s/uxnyq8qo41os9g3zmchokv45ug2fkkak>

\*Submission of additional documents may be requested. In principle, application documents will not be returned.

**Application Arrival Deadline:**

Tuesday, November 4, 2025, 17:00(JST)

Application documents must be sent by registered post or in a form that allows a record of the delivery process. Bringing your own documents is not acceptable.

Please write “国際文学館助手・助教応募書類在中” in red on the envelope.

**Mailing Address:**

〒169-8050 東京都新宿区西早稲田 1-6-1 早稲田大学国際文学館

**Inquiries:**

E-mail: [wihl-staff@list.waseda.jp](mailto:wihl-staff@list.waseda.jp) (please inquire in Japanese)

**Selection Process:**

1st stage: Documents Screening

2nd stage: Interview (for those who pass the 1st stage)

**Selection Schedule:**

1st stage: Applicants will be notified of acceptance or rejection of the 1st stage by expected November 18

2nd stage: Saturday, December 6, 2025 (tentative)

(Applicants are responsible for transportation, accommodation, and other expenses related to interviews, etc.)

\*In case that there is no suitable candidate, the final candidate may not be selected.

**Others:**

Selection results will be sent to the e-mail address provided in the application.

Inquiries regarding selection results will not be responded to.

Waseda University is committed to enhancing the diversity and inclusion.

In all matters related to faculty recruitment and promotion, the University prohibits any form of discrimination on the basis of sex, disability, sexual orientation and gender identity, nationality, ethnicity, creed, and age.

No smoking is allowed in all Waseda campuses except in specially designated areas.