The Waseda International House of Literature (The Haruki Murakami Library)- Application Guidelines for Research Associate or 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)
*Those holding a doctoral degree by the date of appointment will be appointed as assistant professors. Research associates who obtain a doctoral degree during their period of employment will be appointed as assistant professor (non-tenure-track) following the procedures set by the University.

Number of Positions: 1

Field of Specialization:
International Literature
We welcome applications from academics from a broad range of research fields, including the literature of various nations and comparative literature.

Date of Appointment:
October 1, 2027

Term of Office:
3 years. No extension is allowed.
*For those who have held an employment contract with Waseda University at any time since April 1, 2013, without an interval of at least 6 months before the date of appointment for this position, regardless of the job title, the period of employment may differ from the above.

Qualifications:
Research Associate: Applicants must meet the following requirements.
(i) Hold an MA or be able to demonstrate equivalent or higher academic qualifications.
(ii) Not have previously held a research associate position at Waseda University.
(iii) Be able to perform their duties in Japanese and communicate fluently in

English.
*If the successful applicant wishes to enroll in a doctoral course after being employed, it must be a program offered by Waseda University.

Assistant Professor (Non-tenure-track): Applicants must meet the following requirements.
(i) Have a doctoral degree.
(ii) Not be enrolled as a student at Waseda University at the time of appointment.
(iii) Be able to perform their duties in Japanese and communicate fluently in English.

Expected Responsibilities:
Research: International Literature

Duties:
In addition to doing research, the successful applicant will be expected to carry out the following tasks.
(i) Create web documents and disseminate information internationally concerning research on international literature and related topics (in multiple languages)
(ii) Provide specialist knowledge and assist with the organization and operation of various symposia and workshops
(iii) Assist with the editing of the *Journal of Waseda International House of Literature*
(iv) Assist with the operation of special exhibitions
(v) Organize books in the collection and materials deposited in or donated to the Waseda International House of Literature
(vi) Undertake other duties deemed necessary by the Director

Place of Work, Duty Hours:
Place of work: in principle, the campuses of Waseda University
Scheduled working days and working hours: work days, work hours (starting and ending times, breaks), etc., will be according to Waseda University regulations. For research, the Discretionary Labor System for Professional Work (working hours will be deemed as 8 hours per day) applies; how the work is carried out and time allocated will be left to the individual's discretion.

Salary and Benefits:
Salary, benefits and commuting expenses: provided in accordance with university regulations

Allowance for each term and retirement allowance: not provided
Social insurance programs: employee's pension insurance, health insurance, workers' compensation, and employment insurance
Days off: Saturdays, Sundays, year-end and New Year holidays, national holidays, days to make up for national holidays designated by the university as workdays, and University Foundation Day. However, this excludes days designated in advance by the University as days on which classes are held.

Vacations: as determined by Japanese laws such as the Labor Standards Act and by the university.

Application Procedures:
Please submit the following documents by the deadline.
(i) The Waseda University curriculum vitae form (on a form prescribed by the University)
(ii) The Waseda University educational and research achievements form
(iii) Statement concerning reasons for applying (approximately 1,200 Japanese characters)
(iv) Three principal publications (photocopies are acceptable) *It is desirable that the publications include materials written in English
(v) A letter of recommendation (prepared by the applicant's academic advisor)
(vi) Documents certifying the applicant's highest academic degree (certificate of completion of research guidance (certificate of withdrawal) in the case of withdrawal from a doctoral course), or documents showing that the applicant has qualifications equivalent to or higher than an MA
(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, application documents (i), (ii), (iii) and (v) must be submitted on A4 size paper and in Japanese.
*Forms (i) and (ii) 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:
Wednesday, March 31, 2027, 17:00 (JST) [Documents that arrive after this will not be accepted under any circumstances]
Application documents must be sent by registered post or in a form that tracks the

delivery process. Submission in person 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 (please inquire in Japanese)

Selection Process:
1st stage: Document Screening
2nd stage: Interview (for selected applicants)

Selection Schedule:
1st stage: Applicants can expect to be notified of the results of the document screening by the end of April 2027.
2nd stage: Interviews are tentatively scheduled for Saturday, May 15, 2027.
(The university is unable to compensate candidates for any expenses incurred.)
*If there is no suitable candidate, the position may remain unfilled.

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 has established a dedicated consultation desk to help prevent various forms of harassment, including harassment during job applications and related activities.
If you experience harassment during job applications or related activities, please contact the consultation desk below.
[Harassment Consultation Desk]
https://www.waseda.jp/inst/harassment/en/counseling/desk
*For definitions of harassment and further details, please refer to the Waseda University Guidelines for Harassment Prevention.
[Waseda University Guidelines for Harassment Prevention]
https://www.waseda.jp/inst/harassment/en/about/guideline
Examples of harassment toward job applicants and other job seekers are available at the following URL: https://www.waseda.jp/inst/harassment/en/about/faq

Waseda University is committed to enhancing 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.
Smoking is not allowed on all Waseda campuses except in specially designated areas.