

Application Guidelines for a Research Associate Position
(International Culture and Communication Studies)
School of International Liberal Studies / Graduate School of International Culture and
Communication Studies, Waseda University

1. Status: Research Associate

- * Ph.D. holders will be appointed as Assistant Professor (without tenure) [“Jokyo” in Japanese].
- * A Research Associate who obtains a Ph.D. after the time of employment will be promoted to an Assistant Professor (without tenure) [“Jokyo” in Japanese].

2. Number of Positions: 2

3. Beginning date: September 1, 2018

- * The beginning date could be changed, if the change of visa status cannot be completed.

4. Period of Employment: 2 years

- * At the end of this two-year period, taking into account such factors as educational, research and work performance, the Research Associate/Assistant Professor (without tenure) may be reappointed for one year. However, the combined period of tenure cannot exceed 3 years.
- * Regardless of job title, if an employment contract with the university has existed at any time since April 1, 2013, the period of employment and the possibility of reappointment itself may differ from the above description.

5. Field of specialization: International Culture and Communication Studies

6. Work responsibilities: Primarily, a Research Associate/Assistant Professor (without tenure) conducts his/her own research.

In addition, he/she is expected to assist with the following work at the School of International Liberal Studies and the Graduate School of International Culture and Communication Studies. This will occupy on average 2 days [14 hours] a week.

- Counseling on overseas study at School
- Assistance in Course conduct (especially ‘Introduction to Cross-cultural and International Education’)
- General administrative work relating to English-language education, including grading
- Assistance in managing various meetings within the School / Graduate School
- Assistance in planning and carrying out special lectures sponsored by the School / Graduate School
- Assistance in editing academic publications of the School / Graduate School
- Assistance in entrance and other examinations
- Student guidance and support
- Other duties at the discretion of the Dean

- * In addition to the above work, for an assistant professor (without tenure), a maximum of 2 koma per week of course teaching may be assigned (1 koma is a 90 minute class).

7. Salary and benefits:

- (1) 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 will be applied to research work. Working hours and the way to proceed with work are at the discretion of Research Associate/Assistant Professor (without tenure).
- (2) Salary, Benefits, Commutation Expenses: provided in accordance with Waseda University regulations
- (3) Retirement Payment: not provided
- (4) Holidays: Saturdays, Sundays, New Year Holidays, National Holidays, Substitute holidays (instead of the national holidays on which you work in a year) and University Anniversary (excluding the days on which the University has decided to have classes)
- (5) Leave: provided in accordance with Labor Standards Act (1) New Year’s holidays and (2) summer holidays are also University holidays.
- (6) Social Insurance: The employee shall be enrolled in the Employee's Pension Insurance, Health Insurance, Workmen's Compensation Insurance, and Employment Insurance.
- (7) Place of Work: In principle at Waseda Campus.

8. Qualifications:

- (1) Applicants who are enrolled in the doctoral program of the Graduate School of International Culture and Communication Studies, Waseda University at the time of the application.
- (2) Applicants should not have had prior experience as a Research Associate at Waseda University.
- (3) Applicants should not be employed elsewhere at time of employment.
- (4) Applicants should have competence in English and Japanese.

9. Documents to be submitted:

- (1) A curriculum vitae and related information in English. Application form is available on the School of International Liberal Studies webpage:
<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
A certificate of enrolment
- (3) The name and Waseda internal affiliation 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 / Graduate School of International Culture and Communication Studies (in Japanese or English)
- (5) Major academic publications or research papers, up to three, including the master's thesis (copies are acceptable)

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

10. Application Period: May 31 (Thursday), 2018 (The application must arrive by this date.)

11. Application Process: All documents should be placed in an envelope marked "Application for Research Associate Position (International Culture and Communication Studies)" in red and sent by registered mail or courier to the address below. Applications delivered in person or submitted electronically will not be accepted.

12. Address for Documents:

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

13. Selection Process:

- (1) Preliminary screening will be based on application documents. Candidates who pass the first stage of the selection process will be notified in the middle of June, 2018.
- (2) Interviews for candidates advancing to the second stage are scheduled to take place sometime between 14:00 and 15:30 on June 27 (Wednesday), 2018 at Waseda University (Tokyo). Interview transportation costs are to be borne by the applicant.

14. Enquiries:

Research Associate Employment Group (International Culture and Communication Studies)
School of International Liberal Studies, Waseda University
E-mail: sils-ap@list.waseda.jp

15. Additional Information:

For further information on the School of International Liberal Studies / Graduate School of International Culture and Communication Studies see:

SILS: <http://www.waseda.jp/fire/sils/>

GSICCS: <http://www.waseda.jp/fire/gsiccs/>

All the personal information you have submitted will be used strictly for the purpose of candidate selection only. As far as personal information of an appointee is concerned, it will be retained in her/his record of employment. Personal information of all other applicants will be disposed of strictly according to university regulations.

(*)Waseda University is committed to enhancing the diversity of its faculty in order to promote globalization and gender equality on campus. In all matters, related to faculty recruitment and promotion, the University prohibits any form of discrimination on the basis of national origin, gender, religion, creed, political affiliation, or disability.

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