

Application Guidelines for a Research Associate Position (Statistics)

School of International Liberal Studies / Graduate School of International Culture and Communication Studies,

Waseda University

1. Status	<p>Research Associate</p> <ul style="list-style-type: none"> * Ph.D. holders will be appointed as Assistant Professor (non-tenure-track) ["Jokyo" in Japanese]. * A Research Associate who obtains a Ph.D. after the time of employment will be promoted to an Assistant Professor (non-tenure-track) ["Jokyo" in Japanese].
2. Number of persons to be hired	One person
3. Beginning Date	<p>April 1 2026 or September 1, 2026</p> <ul style="list-style-type: none"> * The start date may be adjusted if the visa status change cannot be completed in time.
4. Period of Employment	<p>3 years</p> <ul style="list-style-type: none"> * At the end of this three-year period, taking into account such factors as educational, research and work performance, the Research Associate/Assistant Professor (non-tenure-track) may be reappointed on a yearly basis. However, the combined period of tenure cannot exceed 5 years. * Regardless of status, if an individual has had an employment contract with Waseda university after 1 April 2013 and has not had any period of more than six months without an employment contract between that date and the date of this appointment, there is an upper limit on the cumulative continuous employment period. Consequently, the contract period and whether or not reappointment occurs, along with its duration, may not align with the periods stated above.
5. Field of Specialization	Statistics
6. Work Responsibilities	<p>Primarily, a Research Associate/Assistant Professor (non-tenure-track) conducts their own research. In addition, they are expected to assist with coordinating counseling and course conduct on compulsory statistics, and the following work at the School of International Liberal Studies and the Graduate School of International Culture and Communication Studies.</p> <ul style="list-style-type: none"> • 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 as per the instructions written in the Japanese manual • Student guidance and support • Other duties at the discretion of the Dean of the School / Graduate School <p>* In addition to the above work, for an assistant professor (non-tenure-track), a maximum of 2 koma per week of course teaching may be assigned (1 koma is a 90-minute class).</p>
7. Salary and Benefits	<p>(1) Duty Hours: Scheduled working days and working hours (when you start/finish, rest periods) are based on Waseda 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 (non-tenure-track).</p>
	<p>(2) Salary, Benefits, Commutation Expenses: Provided in accordance with Waseda University regulations</p>
	<p>(3) Retirement Payment: Not provided</p>
	<p>(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)</p>
	<p>(5) Leave: Provided in accordance with Labor Standards Act and Waseda University regulations</p>
	<p>(6) Social Insurance: The employee shall be enrolled in the Employee's Pension Insurance, Health Insurance, Workers' Compensation Insurance, and Employment Insurance.</p>
	<p>(7) Place of Work: In principle at Waseda Campus or other locations recognized by Waseda University.</p>
	<p>Tuition fees will be waived if you belong to a doctoral program in Waseda University.</p>

8. Qualifications	<p>(1) At the time of the application, applicants who have a doctoral degree, or who are enrolled in a doctoral program of a Graduate School at Waseda University. Applicants should not have had prior experience as a Research Associate at Waseda University.</p> <p>(2) Applicants should not be employed elsewhere at time of employment.</p> <p>(3) Applicants should have competence in English and Japanese sufficient to carry out the Research Associate's work.</p>
9. Submissions	<p>* Both submissions 9-①② must be made before the deadline.</p> <p>* The Entry Form has to be sent online before your application materials arrive at the University.</p>
9-①. Web Entry	<p>Please click the URL below and submit the form online.</p> <p>https://my.waseda.jp/application/noauth/application-detail-noauth?param=DnkYp_d1qJgDBWFMqrN_qw</p>
9-② Your application materials to be submitted by mail	<p>(1) A curriculum vitae and related information in English. Download the prescribed form from the School of International Liberal Studies webpage.</p> <p>(2) Education and Research Achievement in English. Download the prescribed form from the School of International Liberal Studies webpage.</p> <p>*School of International Liberal Studies webpage (employment): https://www.waseda.jp/fire/sils/en/recruitment/</p> <p>(3) A copy of PhD diploma (a PhD degree holder). Or transcripts from all post-secondary educational institutions attended and a certificate of enrolment in a PhD programme of a Graduate School at Waseda University (a PhD student).</p> <p>(4) A recommendation letter</p> <p>(5) 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)</p> <p>(6) Major academic publications or research papers, up to three (May include the master's thesis) (Copies are acceptable.)</p> <p>(7) A certificate of your English Language Proficiency (if any)</p> <p>(8) A certificate of your Japanese Language Proficiency (if any)</p> <p>Note: In principle, the application documents will not be returned to the applicant.</p>
10. Due Date	<p>Web Entry: Wednesday, January 7, 2026, 1:00 PM (JST)</p> <p>Documents Submission: Monday, January 12, 2026, 5:00 PM (JST)</p> <p>(All application materials must arrive by 17:00 (JST) on January 12, 2026.)</p> <p>*Applications submitted after the deadline will not be accepted for any reason.</p>
11. How to mail the documents	<p>All documents should be placed in an envelope marked "Application for Research Associate Position (Statistics)" in red and sent by registered mail or courier to the address below. Applications delivered in person or submitted electronically will not be accepted.</p>
12. Address for Documents	<p>✂Research Associate Employment Group</p> <p>School of International Liberal Studies, Waseda University</p> <p>1-6-1 Nishi-Waseda, Shinjuku-ku, Tokyo, Japan 169-8050</p>
13. Selection Process	<p>(1) Preliminary screening will be based on application documents. Candidates who pass the first stage of the selection process will be notified via the email address stated in your web entry form on Wednesday, January 14, 2026.</p> <p>(2) The face to face Interviews for candidates advancing to the second stage are scheduled to take place sometime on Friday, January 16, 2026 at Waseda University (Tokyo). Interview transportation costs shall be borne by the applicant.</p> <p>(3) You will be notified of the final result by email by mid-February 2026.</p>
14. Enquiries	<p>Research Associate Employment Group</p> <p>School of International Liberal Studies, Waseda University</p> <p>E-mail: sils-ap@list.waseda.jp</p>
15. Additional Information	<p>For further information on the School of International Liberal Studies / Graduate School of International Culture and Communication Studies see:</p> <p>*SILS: http://www.waseda.jp/fire/sils/ *GSICCS: http://www.waseda.jp/fire/gsiccs/</p>

(Method of handling of personal information)

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 their 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 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.
