

**School of International Liberal Studies /  
Graduate School of International Culture and Communication Studies,  
Waseda University**

**Application Guidelines for a Research Associate Position**

<b>1. Field of Specialization</b>	<p>None specified</p> <p>※ Knowledge and experience in English language education is preferred.</p>
<b>2. Work Responsibilities</b>	<p>Primarily, a Research Associate/Assistant Professor (non-tenure-track) conducts his/her own research.</p> <p>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.</p> <ul style="list-style-type: none"> <li>• General administrative work relating to English-language education</li> <li>• Assistance in coordinating counseling on overseas study</li> <li>• Assistance in managing various meetings within the School/Graduate School</li> <li>• Assistance in planning and carrying out special lectures sponsored by the School /Graduate School</li> <li>• Assistance in editing academic publications of the School/Graduate School</li> <li>• Assistance in entrance and other examinations as per the instructions written in the Japanese manual</li> <li>• Student guidance and support</li> <li>• Other duties at the discretion of the Dean</li> </ul> <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>
<b>3. Qualifications</b>	<p>(1) Applicants who are enrolled in a doctoral program of a Graduate School at Waseda University at the time of the application.</p> <p>(2) Applicants should not have had prior experience as a Research Associate at Waseda University.</p> <p>(3) Applicants should not be employed elsewhere at time of employment.</p> <p>(4) Applicants should have competence in English and Japanese sufficient to carry out the Research Associate's work.</p>
<b>4. Number of persons to be hired</b>	A few positions
<b>5. Status</b>	<p>Research Associate</p> <p>※ Ph.D. holders will be appointed as Assistant Professor (without tenure) ["Jokyo" in Japanese].</p> <p>※ 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].</p>

<b>6. Duty, Salary, and Benefits</b>	♦ 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 (non-tenure-track)
	♦ Place of Work	In principle at Waseda Campus or other locations recognized by Waseda University.
	♦ Salary, Benefits and Commutation Expenses	Provided in accordance with Waseda University regulations
	♦ Retirement Payment	Not provided
	♦ 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)
	♦ Leave	Provided in accordance with Labor Standards Act (1) New Year's holidays and (2) summer holidays are also University holidays.
	♦ Social Insurance Program	Employees' Pension Insurance, Health Insurance, Workmen's Compensation Insurance, and Employment Insurance.
Tuition fees will be waived if you belong to a doctoral program in Waseda University.		
<b>7. Date of Employment</b>	April 1, 2026, or September 1, 2026. * The start date may be adjusted if the visa status change cannot be completed in time.	
<b>8. Period of Employment</b>	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 (non-tenure-track) may be reappointed for one year. However, the combined period of tenure cannot exceed 3 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.	
<b>9. Procedure</b>	Your application will be accepted only when (1) and (2) below are completed/submitted. For ① and ② under (2), download designated forms from the link below. <a href="https://www.waseda.jp/fire/sils/en/recruitment/">https://www.waseda.jp/fire/sils/en/recruitment/</a> For the other items, you may use any form. Prepare ①-④ in English. ⑦ may be in either English or Japanese.	

(1) Web Entry

Submit your information via the following website:

<https://my.waseda.jp/application/noauth/application-detail-noauth?param=i6i4CUyDywot33t2V-0hkQ>

(2) 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.
- ② Education and Research Achievement in English. Application form is available on the School of International Liberal Studies webpage.
- ③ A certificate of your highest education and transcripts from all post-secondary educational institutions attended  
A certificate of enrolment
- ④ A recommendation letter
- 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)
- ⑥ Major academic publications or research papers, up to three, including the master's thesis (copies are acceptable)
- ⑦ A certificate of your English Language Proficiency (if any)
- ⑧ A certificate of your Japanese Language Proficiency (if any)

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

**10. Mailing Address**

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

- ※ On the envelope, write “Application Documents for Research Associate” in red.
- ※ Send the envelope by simplified registered post or by delivery service (courier) to ensure that the application package can be tracked.
- ※ Submission of application documents in person/by email will not be accepted.

**11. Due Date**

Web Entry: Wednesday, January 7, 2026, 1:00 PM (JST)  
Documents Submission: Monday, January 12, 2026, 5:00 PM (JST)  
(All application materials must arrive by 17:00 (JST) on January 12, 2026.)  
※ Applications submitted after the deadline will not be accepted for any reason.

**12. Application Process**

- (1) 1st stage: document screening. Results will be sent to the email addresses provided on applicants' CVs on Wednesday, January 14, 2026.
- (2) 2nd stage: interview, which will include a mock lecture and research presentation, for selected few applicants on Friday, January 16, 2026.  
In principle, interviews are conducted in person at Waseda University (Tokyo), with the possibility of having them online. Travel expenses are to be borne by each applicant.
- (3) Final results will be notified by mid-February 2026.

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**13. Inquiries**

For inquiries, contact:

Research Associate Employment Group,

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

E-mail: [sils-ap@list.waseda.jp](mailto:sils-ap@list.waseda.jp)

Office Hours: Monday – Friday 9:00 – 17:00

\*Closed on weekends, public holidays, and special university holidays

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**14. Websites**

For general information on the School of International Liberal Studies/Graduate School of International Culture and Communication Studies, refer to the following websites:

SILS : <https://www.waseda.jp/fire/sils/en/>

GSICCS : <https://www.waseda.jp/fire/gsiccs/en/>

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- Any personal information submitted will be used for screening purposes only. The information submitted by the successful applicant who later joins Waseda University will be retained and used for employment purposes. The personal information of all other applicants will be disposed of, in accordance with the university regulations.
- Waseda University is committed to enhancing the diversity of its faculty by pursuing globalization and gender equality. In all matters related to faculty recruitment and promotion, the university prohibits any form of discrimination on the basis of one's nationality, gender, religion, creed, political affiliation, or disability.