

Call for Applications for Research Assistants of Faculty of Science and Technology, Sophia University

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Sophia University is inviting applications for the position of research assistants for academic year 2025. Interested parties may apply by following the procedures specified below. For those who currently are research assistants and wish to apply for the continuation of this position for 2025, details will be forwarded to them separately.

1. Job description

The research assistant will carry out original research on the basis of knowledge and experience accumulated while working as a research assistant. Under the supervision of his/her immediate supervisor, the research assistant will engage in the following tasks. Working hours are 15 hours per week.

- (1) Assist in course work and laboratory classes of the Faculty (undergraduate) and the Graduate School of Science and Technology
- (2) Assist in advising and educating students of the Faculty and the Graduate School of Science and Technology
- (3) Manage general affairs related to the course work and educational activities of the Faculty and the Graduate School of Science and Technology
- (4) Supervise examinations of the Faculty of Science and Technology
- (5) Assist in research activities of the Faculty and the Graduate School of Science and Technology and Sophia Research Organization
- (6) Manage general affairs related to research activities of the Faculty and the Graduate School of Science and Technology and Sophia Research Organization

2. Responsibilities

The research assistant should abide by the spirit of the University's founding, exert every effort for the development of the University in cooperation with colleagues, strictly observe the regulations, and fully devote him/herself to the assigned duties. At the end of each academic year, the research assistant should report research achievements to the President through his/her immediate supervisor.

3. Term

The term is three years with one academic year as a unit. The continuation of the position for the next year will be determined on the basis of an annual screening.

4. Starting date of employment

April 1, 2025

5. Compensation and research funding

90,350 yen/week assuming 15 working hours per month

6. Qualifications

Applicants must satisfy all the following requirements:

- (1) Those who have completed the master's course (or is expected to complete the master's course by March 2025) or is currently enrolled in the doctorate course (or is expected to be enrolled in the doctorate course in April 2025) at the Graduate School of Science and Technology, Sophia University.
- (2) Those who have no other principal occupation.
- (3) Those who have not the status of Japan Society for the Promotion of Science (JSPS) Postdoctoral Fellow at the date of acceptance.
- (4) Those who are expected to become excellent researchers in the field of the relevant research in the future. The applicant is required to select a supervisor according to his/her research subject and obtain the supervisor's approval before applying for the position.

7. Application Documents

- ① Application Form for RA 2025 ※ Specified Form
- ② Resume and Research Achievements ※ Specified Form

Forms may be obtained from your supervisor or requested by emailing f-scitec@sophia.ac.jp.

8. Application deadline

September 20, 2024, 11:59 p.m. (JST*)

* Date and time are based on Japan Standard Time.

9. Place to Submit

Send electronic data to f-scitec@sophia.ac.jp

Title of the email must be "APPLICATION (RA for 2025)"

* Accepted **only by e-mail**

10. Screening method

The selection of candidates will be conducted through a document review by the screening committee within the Faculty of Science and Technology. After deliberations by the relevant committees, the final decision on the appointment will be made around early February 2025.

11. Others (Working "off" Sophia University)

If you wish to hold a concurrent position (TA/part-time lecturer at the University, part-time lecturer at another university, etc.) due to special circumstances, you must comply with the guidelines for concurrent positions set by the Institute and obtain the Institute's permission in advance. Classes due to teaching at another university are expected within two hours (one class) per week in each semester.

Work away from his/her main duties at Sophia University (such as working abroad or staying at another domestic institution) while employed as the research assistant may be permitted depending on the time and duration of his/her stay. In such cases, please consult with us in advance.