

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 Assistant for academic year 2026. Interested individuals are invited to apply for an application by following the procedures outlined below. Research Assistant fellows currently holding appointments and intending to apply for their continuation in 2026 will receive detailed instructions separately.

1. Job description

The research assistant will conduct original research based on existing knowledge and experience accumulated while working as a research assistant. Under the supervision of their 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 them to the assigned duties. At the end of each academic year, the research assistant should report research achievements to the President through their 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 based on an annual screening.

4. Starting date of employment

April 1, 2026

5. Compensation and research funding

Salary: 94,250JPY per month (15 hours per week)

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 2026) or are currently enrolled in the doctorate course (or is expected to be enrolled in the doctorate course in April 2026) at the Graduate School of Science and Technology, Sophia University.

(2) Those who are expected to become excellent researchers in the field of relevant research in the future.

The applicant is required to select a supervisor according to their research subject and obtain the supervisor's approval before applying for the position.

7. Application Documents

① Application Form for RA 2026 ※ 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

Sep/21/2025, 11 : 59 p.m. (JST*)

* Date and time are based on Japan Standard Time.

9. Place to Submit

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

Title of the email must be "APPLICATION (RA for 2026)"

*Accepted by **e-mail only**.

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 2026.

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 their 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 their stay. In such cases, please consult with us in advance.

Please let us know if you would prefer a PDF version or need assistance completing specific sections, such as dates or forms.