Guideline for Application to Research Assistantship (Academic Year 2015)
Graduate School of Global Studies, Sophia University

The Graduate School of Global Studies (GSGS) invites applications for the position of research assistant for the academic year 2015 (from April 1, 2015 to March 31, 2016).

1. Duties of the Research Assistants

2. A research assistant is expected to pursue original research activities leading into future research career, and to assist and participate events and activities organized by the GSGS and its three graduate programs.

i) To advance research projects and improve research skills
   - to present research results in the PD & RA seminar at the end of the academic year
   - to submit an original research paper to AGLOS at least once a year
   - to apply for GS workshop/symposium at least once during the tenure
   - to apply for external research funds at least once a year

ii) To assist GSGS educational activities
   - to assist with preparation and actively participate conferences, symposia, workshops, FD activities, and other events organized by the GSGS
   - to assist activities and projects organized by the graduate programs in the GSGS

2. Application Procedure

(a) Eligibility Requirements
To be eligible, applicant must fulfill all the following conditions as of April 1, 2015.

i) be enrolled as a student in the Ph.D. program at Sophia in any one of the following GSGS programs: International Relations, Area Studies, Area-Based, Global Studies. (Those who are expected to enter the doctoral course in one of the majors above are also qualified to apply. However, their acceptance will be cancelled if they are not enrolled in the Ph.D. program as of April 1, 2015)

ii) has no full-time employment

iii) be a promising researcher in their respective fields

iv) do not hold the “Research Fellowship for Young Scientists” from the Japan Society for the Promotion of Science

v) be 32 years old or younger when first employed as a GSGS Research Assistant (pursuant to Sophia University’s “Rules on Research Assistants / Associates”)
   * Those who are on leave of absence are not eligible to apply.
   * Those who take a leave of absence during the employment period will be dismissed.
   * Recipients of scholarships (either from the Japan Student Services Organization or from other private sources) are eligible to apply.
(b) Required Application Materials

Applicants must access the GSGS homepage (http://dept.sophia.ac.jp/g/gs/) to download the application forms, which include:

i) Curriculum Vitae
ii) List of publications and other academic activities
iii) Statement of Purpose (describing the program and the method of research that the applicants intend to pursue during his / her tenure as RA, and also stating what sort of contributions you might make as RA)

The application forms must be filled out and submitted to the GSGS Office via e-mail (gds-gs@sophia.ac.jp).

The deadline of application is 5:00 pm on Monday, January 12th, 2015.

(c) Announcement of the Results

The GSGS Committee will consider the applications and recommend awardees to the University President. The final results will be communicated to the applicants after mid-February, 2015.

6. The Number and Duration of Research Assistantships to be Awarded

The duration of the Research Assistantship is one year, from April 1, 2015 to March 31, 2016. Three research assistantships are to be awarded.

7. Work Hours

Research Assistants generally work 15 hours per week, and shall not exceed 6 hours per day. Considerations will be given so that the RA work does not interfere with the student’s course work or meeting with their advisors.

8. Compensations

(a) Basic monthly wage

The basic monthly wage (BMW) for Research Assistant (RA) is calculated according to the following formula:

BMW for RA = [Basic hourly wage for Research Assistant] × [weekly hours worked as RA] × 52 ÷ 40

*The exact amount may vary year to year.

Example (AY 2012): 15 working hours per week, basic wage approximately 80,000 yen per month.

(b) Commuting expenses

Commuting expenses will be paid according to the rules of the Sophia School Corporation.

(c) Other

No bonus, pension, and other allowances

9. Contact Information

Inquires should be directed to the Office of the Graduate School of Global Studies.

Rm. 435, Building No.10 (open on Mon - Fri, 9:00-11:30, 12:30-17:00).
Phone: 03-3238-4075
E-mail: gds-gs@sophia.ac.jp