

Application Guideline for Research Assistantship (Academic Year 2023) 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 2023 (from April 1, 2023 to March 31, 2024)

1. Duties of the Research Assistants (RA)

An RA is expected to pursue original research activities leading to future research career, and to assist and participate in events and activities organized by the GSGS and its three graduate programs.

- i) Advancing research projects and improving research skills
 - to present research results in the PD & RA seminar at the end of the academic year
 - to apply for GS workshop/symposium at least once during the tenure
 - to apply for external research funds
 - to submit original research papers to AGLOS
- ii) To assist GSGS educational activities
 - to assist with preparation and actively participate in conferences, symposia, workshops, Faculty Development activities, and other events organized by the GSGS
 - to assist activities and projects organized by the graduate programs in the GSGS
- iii) Assist in proctoring examinations
(Including regular undergraduate examinations, undergraduate and graduate entrance examinations)

2. Recruitment Method

Open call for current graduate students of GSGS who meet eligibility criteria (see #3).

3. Eligibility to Apply

To be eligible, an applicant must fulfill all the following conditions as of April 1, 2023.

- i) be enrolled as a student in a PhD program at Sophia in one of the three GSGS programs: International Relations, Area Studies, Global Studies. (Those who are enrolled in one of the three MA programs of the GSGS are eligible to apply if they are also applying to one of the PhD programs. However, their acceptance as RA will be cancelled if they are not enrolled in the PhD program as of April 1, 2023)
- ii) has no full-time employment
- iii) be a promising researcher in their respective fields
- iv) does not hold the “Research Fellowship for Young Scientists” from the Japan Society for the Promotion of Science

* Those who will be on leave of absence as of April 1, 2023 are not eligible to apply.

* Those who take a leave of absence during the employment period will be dismissed.

* Recipients of scholarships (from the Japan Student Services Organization or other private sources) are eligible to apply.

4. The Number of RA Positions to be Awarded

Three

5. Duration of RA Position

The duration of the RA position is one year, from April 1, 2023 to March 31, 2024.

6. Work Hours

RAs generally work 15 hours per week and no more than 6 hours a day. The work schedule will be arranged to avoid conflicts with the RA's course work or meeting with advisors.

7. Compensation

(a) Basic monthly wage (BMW) for an RA is calculated as follows:

$[\text{Basic hourly wage for Research Assistant}] \times [\text{weekly hours worked as RA}] \times 52 \div 40$

*The exact amount may vary by year. Example (AY 2022): 15 working hours per week, basic wage is approximately 80,000 yen per month.

(b) Commuting expenses: paid according to the rules of the Sophia School Corporation.

(c) Other: No bonus, pension or other allowances

8. Application Materials

Applicants may download the application from the GSGS homepage (<http://dept.sophia.ac.jp/g/gs/>).

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

The application deadline is 23:59 on Sunday, September 25th, 2022.

9. Announcement of the Results

The GSGS Committee will consider the applications and recommend awardees to the University President.

The results will be communicated to the applicants after January 2023.

10. Contact Information

Please direct inquiries to the Office of the Graduate School of Global Studies.

Rm. 435, Building No.10

E-mail: gds-gs@sophia.ac.jp