

# Recruitment of Research Associate

Dean of School of Science and Technology

School of Science and Technology offers Research Associate (non-tenured) positions for the purpose of revitalizing and enriching the Graduate School of Science and Technology, and supporting research activities of doctoral students.

Postgraduate students who are currently enrolled in the doctoral course at Graduate School of Science and Technology and are highly motivated for research activities may be assigned as Research Associates (non-tenured) after a screening process.

Students who wish to apply for the position need to consult with their intended supervisor and apply during the designated application period.

## 1. Scope of work

- (1) You are required to dedicate to research in the field of specialization approved by Faculty Committee of School of Science and Technology, or to research which is necessary to obtain the degree.
- (2) You are required to work for approximately 6 hours per week by being engaged with supporting undergraduate education services.

## 2. Recruitment Numbers

A few positions

## 3. Application Criteria

Applicants must be enrolled in the doctoral course at Graduate School of Science and Technology of Meiji University as of September 20, 2024, and have willingness to obtain the doctoral degree.

- [\*1] Students who are working (have a job) at any institutions or companies outside Meiji University are not eligible to apply.
- [\*2] Concurrent applications from other faculties will not be accepted.
- [\*3] Students who are engaged in research at overseas Collaborative Research institutions or similar institutions may also be admitted as Research Associate (non-tenured). In such cases, contact School of Science and technology Office in advance.

## 4. Application Period and Submission Mailing Address

- (1) Application Period

June 3 (Mon.) 2024 – June 5 (Wed.) 2024

\*Application documents must arrive by the deadline.

- (2) Submission Mailing Address

Zip Code: 214-8571

Higashimita 1-1-1, Tama-ku, Kawasaki, Kanagawa Prefecture

## 5. Application Materials

- (1) Resume (Prescribed form)
- (2) Curriculum Vitae (Prescribed form)
  - [\*1] Applicants who have conducted presentations at academic conferences or have published thesis, attach one copy. Also, fill out the separate form, "List of Research Achievements."
  - [\*2] Please write in the Professional Experience Form scheduled publications if any.
- (3) Research Subjects and Research Plans (Prescribed form I)
- (4) Summary of Research (Prescribed form II)
- (5) Recommendation Letter written by the supervisor (Prescribed form III-1. Must be sealed off.)
- (6) Progress Report on Applicant's Research by the supervisor (Prescribed form III-2. Must be sealed off.)
- (7) Academic Transcripts of undergraduate and master's courses

## 6. Screening Date and Time

July 6 (Sat.) 2024

## 7. Screening Method

Applicants will be evaluated by (1) and (2).

- (1) Screening of documentation
- (2) Individual online interview including a presentation on research subjects (5 minutes of presentation and 5 minutes of Q & A, 10 minutes in total)

## 8. Terms and Conditions

In accordance with that set forth in the Salary Regulations of Meiji University Faculty and Administrative Staff Members.

(FY 2023 results (1st year) 220,000 yen/month)

## 9. Period of Appointment

From October 1, 2024 to March 31, 2025

[\*] You need to apply and pass the screening again after being enrolled to renew the period of appointment, however, the renewal is not guaranteed. You have chances to renew three times after enrollment (as of April 2024).

## 10. Contact Information

School of Science and Technology Office, Person in charge of general affairs  
e-mail; [sst@mics.meiji.ac.jp](mailto:sst@mics.meiji.ac.jp)

## **11. Other Notes**

- (1) Please prepare presentation materials in electronic data and send to the above mentioned e-mail address by June 1, 2024.
- (2) The specific scope of work will be determined based on your aptitude confirmed via online interview and consultation with intended supervisor. The scope of work/job duties may contain the followings;
  - Support operation of English-related undergraduate classes.
  - Support practical classes of master's course conducted in English.
  - Support master's students' academic writing in English.
  - Support improvement of undergraduate students' English skills in learning support room.