



# HIROSHIMA UNIVERSITY

## ***Guideline for the Writing Advisor Fellowship 2019 autumn***

Hiroshima University (HU) is one of the largest and most comprehensive research universities in Japan. Based on its founding principle, "a single unified university, free and pursuing peace," we are committed to promoting research that benefits the future of humankind while fostering excellent human resources. HU comprises of 12 faculties, 11 graduate schools, and a university hospital. As of May, 2018, HU has more than 1,700 faculty and 1,600 staff members, and more than 15,000 students. Amid increasing globalization, we aim to enhance international competitiveness in the field of academic research.

HU has been selected to be one of the Japanese institutions to receive support from the Ministry of Education, Culture, Sports Science and Technology (MEXT) as part of The Program for Promoting the Enhancement of Research Universities. Against this backdrop, HU Writing Center started to expand its services in November 2013 with a mission to foster the university's education and research activities by supporting everyone from undergraduate to graduate students and faculty members in improving their academic writing skills.

HU aspires to enhance its international competitiveness and reputation in global academic and educational fields by publishing more of its research results in English language journals and releasing research outcomes to international audiences. To make this possible, we created a paid fellowship program in 2016 which is ideal for someone who wishes to gain professional experience working with non-native English writers and speakers, focusing on academic writing at the tertiary level and above. The Fellow will work full-time at HU, located at two campuses in Higashi-Hiroshima and Kasumi.

**Job title:**

Writing Advisor Fellow (Full time)

**Position summary:**

The Writing Advisor Fellow will assist the Writing Center's faculty members in helping Hiroshima University (HU) researchers write papers in English. The Fellow will provide consultations on academic writing, such as drafts for academic journals and proposals, or abstracts for international conferences. The Fellow will also facilitate writing groups to encourage peer feedback and to support researchers during the writing process. Together with the Writing Center's faculty members and independently, the Fellow will plan, organize, and lead seminars and workshops related to academic writing and presentation skills. Other responsibilities include giving mid-term and final report presentations and to compile written reports based on the presentations.

**Responsibilities:****Services for the Writing Center**

1. To provide consultations on academic writing in English, e.g. journal articles, proposals, conference presentations.
2. To facilitate writing groups for HU researchers.

**Education**

1. To work independently or as part of a team to plan, organize, and lead seminars and workshops regularly related to improving HU researchers' academic writing ability
2. To assist the Writing Center's faculty members with classes and assignments on academic writing for both graduate and undergraduate students.

**Research**

1. To use the data and experiences gained in the Fellowship for current or future research and present research outcomes at academic conferences and in journal articles.
2. To collect information about and analyze the standard operating procedures of writing centers at other universities with specific interest in how they can support and improve HU researchers' academic writing. To analyze the data collected through services such as consultations and writing groups for self-evaluation and improvement of the Writing Center.

**Services for the Research Planning Office**

1. To contribute to internationalization of the Research Planning Office by editing/proofing English language documents related to administration and research.

## **Others**

1. To give mid-term and final report presentations and to compile written reports based on these presentations.

\* The Fellow would not do proofreading of full papers.

\* Experienced mentors in consultation on academic writing will give advice to the fellow.

\* We are continuously making efforts to improve this Writing Advisor Fellowship program. We expect the Fellow to exhibit flexibility in developing the Writing Advisor Fellowship program and ensure its current and future success.

## **Term:**

Initial six-month contract with the strong likelihood of extension to a total of 12 months, based on the Fellow's performance and mutual agreement between the Fellow and the Research Planning Office.

This fellowship is one of the types of Hiroshima University's employees whose terms of employment at Hiroshima University are regulated as below\*. The fellow, if only with previous employment history at Hiroshima University, may be affected by this regulation. If an applicant has a history of being employed by Hiroshima University, please state so on the application form.

\* Article 15-2 of "Act on Improving the Capacity, and the Efficient Promotion of Research and Development through Promotion of Research and Development System Reform" is applied to them, so the overall period required for the employer to be deemed to have accepted "the application for signing a labor contract without term" set in Article 18, paragraph (1) of the Labor Contract Act, is to be 'for over ten (10) years'.

## **Working Hours:**

1. If you agree to the application of the Discretionary Labor System for Professional Work, you are deemed to work for 7 hours and 45 minutes a day and 38 hours and 45 minutes a week. If not, working hours are from 8:30 to 17:15 (from Monday to Friday) and break time is from 12:00 to 13:00.
2. Workdays are from Monday to Friday (excluding public holidays) in principle.

## **Working location:**

Primarily at the Research Planning Office, Headquarter building, Higashi-Hiroshima Campus, Hiroshima University (1-3-2 Kagamiyama, Higashi-Hiroshima, 739-8511 Japan)

Writing consultations / writing groups / seminars & workshops will be held at Higashi-Hiroshima Campus or Kasumi campus, Hiroshima University.

## **Qualifications:**

1. Experience in advising academic writing; Writing tutor experience at a writing center or similar program in a university required.

2. Excellent oral and written communication skills in English required, proficiency in Japanese is an advantage.
3. M.A. or above in Applied Linguistics, Teaching English to Speakers of Other Languages (TESOL), Rhetoric and Composition, Scientific and Technical Writing, or Medical Writing required. Ph.D. holder preferred.
4. Experiences in publishing several journal papers required.
5. Proficiency in the use of MS Office applications skills (Word, Excel and PowerPoint) required.
6. The ability to coordinate activities and events.
7. Presentation and public speaking skills.

### **Compensation and Benefits:**

1. Monthly salary is 271,000 Japanese Yen (JPY). Items such as residence tax and annual pension may be deducted depending on individual circumstances.
2. HU will sign a lease for an apartment with all utilities (heating/cooling, electricity, water, the Internet) and basic furnishings near the university. The Fellow will be required to pay monthly rent of about 50,000-60,000 yen.
3. Roundtrip airfare to/from Higashi-Hiroshima, based on university restrictions. (Economy tickets only. You must purchase the ticket yourself and will be reimbursed upon your arrival.)
4. Annual paid leave (pro-rated from 20 days per 12 months for full-time employees).
5. The Research Planning Office will assist the Fellow with visa application paperwork, including providing a Certificate of Eligibility which is required to submit to a local Japanese consulate/embassy. Upon your arrival in Higashi-Hiroshima, your colleagues will assist you with opening a bank account and submitting official paperwork to City Hall.

### **Starting Date:**

October 2019 (exact starting date is negotiable)

### **Apply for the Fellowship online:**

1. Application will be accepted only from the following form:  
<<https://wrc.hiroshima-u.ac.jp/WAF2019/>> ※Please fill in the blanks on the form.
2. Please upload a recent published journal manuscript or book chapter you have written onto the above form. The manuscript should include an abstract.

### **Application Due Date:**

17:00 p.m. on Wednesday, June 19, 2019 (Japan time)

**Interview:**

Shortlisted candidates will be invited for interviews in July, 2019.

**Employer:**

Hiroshima University

**Miscellaneous:**

\*HU is committed to increasing the diversity of its faculty, students and staff. The University strongly encourages women and minority candidates to apply.

\*Application documents will not be returned.

\*Personal information obtained from application documents will not be used or provided to any third party for purposes other than the necessary procedures related to personnel affairs, salary, and welfare.

\*Please note that we will not respond to any inquiries about the selection results.

\*Further details can be viewed on our websites.

Hiroshima University <https://www.hiroshima-u.ac.jp/>

Writing Center <https://www.hiroshima-u.ac.jp/en/wrc/>

For more information about this program, contact: Research Planning Office, Hiroshima University  
wrc-research\*office.hiroshima-u.ac.jp (Please replace \* with @ before using this email address.)