



HIROSHIMA UNIVERSITY

Application Guidelines for the Writing Advisor Position

The Hiroshima University (HU) Writing Center stands in a unique position among writing centers in Japan as it actively supports not only students but also faculty members in their academic writing. From 2016 to 2023, we established the Writing Advisor Fellowship Program to assist HU's initiatives for enhancing its international competitiveness and reputation in global academic and educational fields by publishing more of its research results in English language journals and disseminating research outcomes to international audiences. The presence and contributions of the fellows are well received within the university.

In December 2023, HU was 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 Forming Japan's Peak Research Universities (J-PEAKS). The project aims to improve, internationalize, and accelerate the real-world impact of research activities in collaboration with other universities, using a strategy centered on core strengths and distinctive research capabilities in specific fields.

Against this backdrop, HU Writing Center will upgrade the Writing Advisor Fellowship Program to a more secure "**Writing Advisor**" position. The Writing Advisor will mainly provide consultations to HU graduate students and faculty members on research writing in English. The Advisor will work collaboratively with the University Research Administrators and the Writing Center's faculty members and independently, will plan, organize, and lead seminars and workshops related to academic writing and presentation skills.

The position is ideal for someone who wishes to gain professional experience working with non-native English writers and speakers, focusing on academic/research writing at the tertiary level and above. The Advisor will work full-time mostly at the HU Higashi-Hiroshima campus (main campus), collaborating with another Writing Advisor. The appointment starts from October 2024.

Job Title: Writing Advisor

Position Summary:

The Writing Advisor will provide consultations to Hiroshima University (HU) graduate students and faculty members on research writing in English. The writing is primarily papers for academic journals and abstracts/proceedings for international conferences. The Advisor will also facilitate writing groups to encourage peer feedback and to support researchers at all levels during the writing process. Additionally, as a member of the Writing Center team or independently, the Advisor 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 compiling written reports based on the presentations.

- * The Writing Center consultation service does not include proofreading. As such, the Advisor is expected to work with clients on higher-level writing issues (e.g., argumentative structure, logical flow).
- * Experienced mentors in consultation on academic writing will give advice to the Advisor.
- * We are continuously making efforts to improve this program. We expect the Advisor to exhibit flexibility in developing the Writing Advisor position and ensure its current and future success.

Responsibilities:

Writing advising and support

1. To provide consultations on research writing in English, e.g. journal articles, proposals, conference presentations.
2. To facilitate writing groups for HU researchers.
3. To work as part of a team or independently to plan, organize, and lead seminars and workshops related to improving HU researchers' academic writing ability.
4. To assist the Writing Center's faculty members with training Writing Center tutors according to the College Reading & Learning Association (CRLA) guidelines.

Research

1. To use the data and experiences gained in the position 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 URA (University Research Administrator) Division

1. To contribute to internationalization of the URA Division by editing/proofing English language documents related to administration and research.

* In principle, there is no change. (Refer to Article 6-2 of the Work Regulations for Contract Employees.) However, duties may be changed within the scope which does not require any change of position. In some cases, an employee may be ordered to be temporarily transferred pursuant to the Work Regulations for Contract Employees; if so, duties are designated by the destination of transfer.

Term:

There will be an initial six-month probation period with the strong likelihood of extension to a total of 12 months, based on the Advisor's performance and mutual agreement between the Advisor and the URA Division. The contract can be further extended upon negotiation. However, extension may not go beyond March 2029.

* This appointment is one of the types of Hiroshima University's employees whose terms of employment at Hiroshima University are regulated as below¹⁾. The Advisor, 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.

1) 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 full-time for 7 hours and 45 minutes a day and 38 hours and 45 minutes a week (with flexibility in start/end time). Otherwise, 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 locations:

Primarily at the URA Division, Headquarter building, Higashi-Hiroshima Campus, Hiroshima University (1-3-2 Kagamiyama, Higashi-Hiroshima, 739-8511 Japan). However, there is a possibility of change to other places of work designated by the University. Writing consultations / writing groups / seminars & workshops will be held at Higashi-Hiroshima Campus, Kasumi Campus, or Higashi-Senda Campus of Hiroshima University. Consultation sessions can be either online or in-person.

Essential Criteria:

1. Experience in advising on or teaching academic writing/scientific and technical writing
2. Excellent oral and written communication skills in English.

3. Master's degree or above.
4. Publication(s) in academic journals or proceedings.
5. Proficiency in using MS Office applications (Word, Excel and PowerPoint).
6. The ability to coordinate activities and events.
7. Presentation and public speaking skills.

Desirable Criteria:

1. Writing tutor experience at a writing center or similar organization in a university.
2. Ability to communicate with researchers and administrative staff in basic Japanese.
3. Reviewing experience (especially for peer-reviewed journals).
4. A graduate degree (Master's or higher) in the natural sciences, preferably with scientific and/or technical writing teaching experience. Ph. D. holder preferred.

Compensation and Benefits:

1. Monthly salary is 380,000 Japanese Yen (JPY) before taxes. Items such as residence tax and annual pension may be deducted depending on individual circumstances.
2. Training and career development opportunities from experienced mentors in related fields.
3. On-campus apartment with all utilities (heating/cooling, electricity, water, the Internet) and basic furnishings will be available for the Advisor during their initial year at HU. The Advisor will be required to pay monthly rent of about 64,000 yen. See <https://miraicrea.hiroshima-u.ac.jp/room/> for more details.
4. Roundtrip airfare to/from Higashi-Hiroshima (HIJ), based on university restrictions. (Economy tickets only. You must purchase the ticket yourself and will be reimbursed upon your arrival.)
5. Annual paid leave (pro-rated from 20 days per 12 months for full-time employees; you will be given 10 days for your first 6-month contract period).
6. The URA Division will assist the Advisor 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 2024 (exact starting date is negotiable)

Apply for the Position Online:

1. Application will be accepted only from the following form:

<<https://wrc.hiroshima-u.ac.jp/WA2024>> *Please fill in the blanks on the form.

2. Please upload a recently published journal manuscript or book chapter you have written onto the above form. The manuscript should include an abstract.

Application Due Date:

5:00 p.m. on Monday July 1, 2024 (Japan time)

Interview:

Shortlisted candidates will be invited for interviews online in July 2024.

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: URA Division (Research Strategy and Promotion Division), Headquarters for Co-creative Future Sciences, Hiroshima University
wrc-research*office.hiroshima-u.ac.jp (Please replace * with @ before using this email address.)