

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

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 -PEAKS). The project aims to improve, internationalize, and accelerate the 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 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 members and independently, will plan 2 Tf 1 C>9(en)841.92 re W* n BT /F

_____ Writing Advisor

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.

* In principle, there is no change (Refer to Article 62 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.

There will be an initial six-month probation period with the strong likelihood of extension to a total of 12 months, based on the 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 employment at Hiroshima University are regulated as below. 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 soon the application form.

1) Article 15

to them, so the overall period required for the employer to be deemed to have accepted

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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.

Primarily at the URA Division Headquarter building, Higashi-Hiroshima Campus, Hiroshima University (13-2 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.

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

3.

4.

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.

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

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

Hiroshima University

*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/>

<p>For more information about this program, contact CRA Division (Research Strategy and Promotion Division) Headquarters for Creative Future Sciences, Hiroshima University wrc-research*office.hiroshima-u.ac.jp (Please replace * with @ before using this email address.)</p>
