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## Guideline for the Writing Advisor Fellowship 2016

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. Comprising 11 faculties, 11 graduate schools, an attached research institute, university hospital, and 11 attached schools, HU has more than 1,500 faculty and 600 staff members as of May, 2015, as well as more than 15,000 students as of November, 2015. Amid increasing globalization, we are now starting 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. Reflecting this backdrop, HU Writing Center started to expand its services in November 2013 given a mission to comprehensively enhance the university’s education and research functions by supporting everyone from undergraduates to graduate students and faculty members in improving their academic writing skills in a manner appropriate to their level.

HU aspires to enhance its international competitiveness in global academic and educational fields by publishing more of its significant research results in English language journals. In order to make this possible, we have just created a paid fellowship program which is for someone who wishes to gain professional experiences 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 in Higashi-Hiroshima, for a contract period of six months.

### **Position Title:**

Writing Advisor Fellow (Full time)

### **Position Summary:**

The Writing Advisor Fellow will provide consultation about academic writing in English, such as drafts for academic journals and proposal abstract drafts for international conferences and also to plan, organize, and lead seminars and workshops related to improving Hiroshima University (HU) faculty members’ academic writing and presentations. Other responsibilities include developing and maintaining a handbook for academic writing consultations with researchers at HU. In addition, it is strongly expected that the Fellow will collaborate with Writing Center staff members to contribute to enhance research competitiveness of HU.

**Working Location:**

Primarily at the Research Planning Office, 1<sup>st</sup> Floor of the Headquarter building, Higashi-Hiroshima Campus, Hiroshima University (1-3-2 Kagamiyama, Higashi-Hiroshima, 739-8511 Japan)

Writing consultation will be held at the Writing Center, 1<sup>st</sup> Floor of the Central Library, Higashi-Hiroshima Campus, Hiroshima University (1-2-2 Kagamiyama, Higashi-Hiroshima, 739-8512 Japan).

**Responsibilities:**

Main Responsibilities:

1. To provide consultation about academic writing in English, such as drafts for academic journals and proposal abstract drafts for international conferences. This service would be available by appointment only.
2. To work independently or as part of a team to plan, organize, and lead small group sessions (hopefully at least once a month) related to improving HU researchers' academic writing and presentations.
3. Develop and maintain a handbook for academic writing consultations with researchers at HU. This Handbook will be a training resource for future Writing Advisors so they may understand the operating style of the HU Writing Center.

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

\* An experienced mentor in consultation on academic writing will give advice to the fellow.

Additional Responsibilities:

1. To brush up English language summations of articles in Japanese mainly for faculty in the Art and Humanities and Social Sciences fields, so that international audience can easily follow them.
2. To collaborate with other Writing Center staff members to get HU in-house academic journals officially recognized by and listed on Web of Science or SCOPUS.
3. To collaborate with other Writing Center staff members to collect information about and analyze the standard operating procedures of writing centers at other universities with specific interest in how they support faculty members' academic writing.
4. To assist in organization and logistics of events organized by all areas of the Writing Center, including writing English announcements of seminars for the web site.

\* This Writing Advisor Fellow will be the inaugural fellow in this position. We expect the Fellow will exhibit flexibility in developing the Writing Advisor Fellowship program and ensure its current and future success.

**Qualifications:**

1. Experiences in advising academic writing; Writing tutor experience at a writing center or similar program in a university preferred.
2. Excellent oral and written communication skills in English required, proficiency in Japanese is an advantage.
3. M.A. or above in Teaching English to Speakers of Other Languages (TESOL), Literature, Humanities, Rhetoric and Composition, or Scientific and Technical Writing preferred.
4. Proficiency in the use of MS Office applications skills (Word, Excel and PowerPoint) required.
5. The ability to coordinate activities and events.
6. Presentation and public speaking skills.

**Starting Date:**

August/September 2016 (exact starting date is negotiable)

- \* The successful applicant may have the opportunity to begin some paid work via e-mail or video conference prior to the official start date in Hiroshima. The details will be discussed during interviews with the shortlisted candidates.

**Term:**

A six month initial contract. After a two-month trial period, one year contract extension may be negotiated.

- \* Any work completed prior to arrival will be paid hourly and separately from this contract.

**Working Hours:**

Weekdays from 8:30 to 17:15 (with one hour lunch break from 12:00 to 13:00).

- \* The Fellow will need to have a flexible schedule to accommodate consultations before or after researchers' academic responsibilities or to hold seminars and workshops at convenient time for participants. Daily work hours for the Fellow will not exceed 7 hours 45 min of work time.

**Compensation and Benefits:**

1. After-tax monthly salary of approximately 175,000 yen.
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 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 to open a bank account and submit official paperwork to City Hall.

**Application for the Fellowship from the Website:**

1. Application will be accepted only from the following form:  
<<http://wrc.hiroshima-u.ac.jp/WAF2016/>> ※Please fill in the blanks on the form.
2. Please upload a recent academic paper you have written onto the above form. The paper should include an abstract.

**Application Due Date:**

Noon on Tuesday, May 31, 2016 (Japan time)

**Interview:**

After careful consideration of applications, a shortlist of candidates will be invited for interviews. We anticipate contacting shortlisted candidates in June, 2016.

\*HU is committed to increasing the diversity of its faculty, students and staff. Women and minority candidates are strongly encouraged to apply.

\*Application documents will not be returned.

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

\*Information provided by applicants will be kept confidential.

\*Further details can be viewed on our websites.

Hiroshima University <http://www.hiroshima-u.ac.jp/index.html>

Writing Center <http://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.)