

Call for Project Academic Specialist (Part-time Fixed-term Project Staff) in Daikin Creativity Project
at IRCN, The University of Tokyo

1	Description Title / Number of positions	IRCN Project Academic Specialist / One
2	Employment period	Starting Date Negotiable The contract will be ended on March 31, 2022.
3	Renewable	No Renewable
4	Probationary period	14days from the date of arrival.
6	Place of work	The University of Tokyo 7-3-1 Hongo, Bunkyo-ku, Tokyo (The University of Tokyo Hongo Campus)
5	Affiliation	Vince Wu (IRCN Project Associate Professor)/Daikin Creativity Project
7	Description	(1) Recruiting and scheduling research participants for experiment using electroencephalogram (EEG) (2) Assisting data collection of human EEG experiment (3) Other academic support services in the laboratory
8	Working Hours	Working Days and Hours 2 to 3 days a week (negotiable including working hours per day) ※Overtime work may be ordered. ※Working Days and Hours may be subject to change due to circumstances (e.g., COVID-19 related restriction).
9	Holidays	Saturday and Sundays; Statutory public holidays of Japan; Year-end and New Year holidays(December 29 through January 3)
10	Leaves	Paid leaves, Condolence leave, etc (In accordance with The University of Tokyo regulations)
11	Salary & Benefits	● Salary: To be determined in the range of ¥ 1,600~3,160 per hour ※Dependent on eligibility, capability, working experience. ● Commuter allowance: Only when applicants meet the regulation of the University of Tokyo ● Overtime allowance: Dependent on hours of each month
12	Available insurances	Eligible for Industrial Accident Compensation Insurance in accordance with the law
13	Qualifications	(Required) ● Good communication skill in both English and Japanese (students are acceptable) ● Good interpersonal skills ● Basic computer skills (MS Office Word, Excel, PowerPoint) ● Preferred: experience in human subject research ● Preferred: experience in administrative support
14	Application	Resume using the linked form (please download from https://www.u-tokyo.ac.jp/en/about/jobs.html)
15	Submission	Interested applicants should send application materials to: wu.chiente#ircn.jp (Please replace # with @ before using this email address)※Application materials must be written in English
16	Application Deadline	Applications will be accepted until eligible candidates are found. All applications will be screened, and only those qualified will be scheduled for an interview.
17	Inquiries	Please contact in English.
18	Recruiter Name	The University of Tokyo
19	Notices	* Submitted documents will not be returned. * Personal information is handled carefully according to the Privacy Policy of the University of Tokyo, and will be used only for the job selection process. * Travel cost will not be paid in screening process. * Detailed working condition is available through the regulation of the University of Tokyo(東京大学特定短時間勤務有期雇用教職員の就業に関する規程) (Available only in Japanese : https://www.u-tokyo.ac.jp/gen01/reiki_int/kisoku_mokuji_i.html)