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

**Description**

**Title / Number of positions**

IRCN Project Academic Specialist / One

**Employment period**

Starting Date Negotiable
The contract will be ended on March 31, 2022

**Renewable**

The contract is renewable on a fiscal year basis according to the budget status, work performance, health status, etc. Contract duration can be extended up to March 31, 2023.

**Probationary period**

14 days from the date of arrival.

**Place of work**

The University of Tokyo
7-3-1 Hongo, Bunkyo-ku, Tokyo (The University of Tokyo Hongo Campus)

**Affiliation**

Zenas Chao (IRCN Principal Investigator) lab

**Description**

1. Academic support services in the laboratory and Daikin Creativity Project, including paperwork and budget management
2. Arranging research participants for experiment and handling payments
3. Assisting human EEG experiment preparation

**Working Hours**

Working days: 5 days per week (from Monday to Friday)
Working hours: 20 hours per week
※Overtime work may be ordered.
※Working Days and Hours may be subject to change due to circumstances.

**Holidays**

Saturday and Sundays; Statutory public holidays of Japan; Year-end and New Year holidays (December 29 through January 3)

**Leaves**

Paid leaves, Condolence leave, etc
(In accordance with The University of Tokyo regulations)

**Salary & Benefits**

- Salary: To be determined in the range of ¥1,500～2,000 per hour ※Dependent on eligibility, capability, working experience.
- Commuter allowance: JPY55,000 per month at maximum
- Overtime allowance: Dependent on hours of each month

**Available insurances**

Eligible for Health insurance, Employees' pension insurance and Unemployment insurance in accordance with the law

**Qualifications**

(Required)

- Fluent in both Japanese and English
- Good interpersonal skills
- Basic computer skills (MS Office Word, Excel, PowerPoint)
- Experience in administrative support

**Application**

Resume using the linked form
(please download from https://www.u-tokyo.ac.jp/en/about/jobs.html)

**Submission**

Interested applicants should send application materials to: zenas.c.chao@ircn.jp
(Please replace # with @ before using this email address) ※Application materials must be written in English

**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.

**Inquiries**

Please contact in English.

**Recruiter Name**

The University of Tokyo

**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_j.html)