

Call for Project Academic Specialist (Fixed-term Project Staff) in Chao Laboratory  
at IRCN, The University of Tokyo

1	Title / Number of positions	IRCN Project Academic Specialist (Full-time or Part-time)/ One
2	Employment period	Starting Date Negotiable The contract will be ended on March 31, 2025.
3	Renewable	The contract may be renewed. If renewed, it shall be on an annual basis. Renewal will be judged based on the budgetary situation, the progress of the work engaged in, remaining work at the end of the contract period, work performance, work attitude, health situation, and other factors. If renewed, the final date of the employment is September 30, 2026.
4	Probationary period	14 days from the date of hiring.
5	Place of work	The University of Tokyo 7-3-1 Hongo, Bunkyo-ku, Tokyo (The University of Tokyo Hongo Campus)
6	Affiliation	Chao (IRCN Principal Investigator) lab *This may be subject to change according to work activities, etc.
7	Description	(1) Recruiting and scheduling participants for experiment (2) Academic support services in the laboratory, including paperwork and budget management (3) Assisting human subject experiments (e.g. translation, experimental setup)
8	Working Hours	[Full-time] Working days: 5 days per week (from Monday to Friday) Working hours: 38 hours 45 minutes per week ※Overtime work may be ordered. ※Working days and hours may be subject to change due to circumstances. [Part-time] 5 days per week (from Monday to Friday) 10:00-16:00 (12:00-13:00 break) * Working hours are open to negotiation * Overtime work may be ordered. * Working days and hours may be subject to change due to circumstances.
9	Holidays	Saturday and Sundays; Statutory public holidays of Japan; Year-end and New Year holidays(December 29 through January 3)
10	Leaves	Annual paid leaves, refreshment leave, congratulatory or condolence leave, etc
11	Salary & Benefits	● Full-time salary: Annual salary system in accordance with the University of Tokyo Regulations, with a monthly salary of around ¥250,000 - ¥320,000 including Merit Based Allowances. (Salary is to be determined according to qualifications, ability, experience, etc.) ●Part-time salary: About 1,500 yen to 2,000 yen per hour *Salary is to be determined according to qualifications, ability, experience, etc. ● Commuter allowance: If conditon apply, PY55,000 per month at maximum ● Overtime allowance: Dependent on hours of each month ● No retirement benefits or bonuses
12	Available insurances	[Full-time] Eligible for MEXT* Mutual Aid Association (health insurance and pension insurance), employment insurance, and workers' accident compensation insurance. (*MEXT: Japan's Ministry of Education, Culture, Sports, Science and Technology) [Parttime] Eligible for MEXT* Mutual Aid Association (health insurance), employees' pension, employment insurance, and workers' accident compensation insurance. (*MEXT: Japan's Ministry of Education, Culture, Sports, Science and Technology)

13	Qualifications	<p>(Required)</p> <ul style="list-style-type: none"> <li>● Proficiency in Japanese (both written and verbal communication)</li> <li>● Good communication skill in English</li> <li>● Good interpersonal skills</li> <li>● Basic computer skills (MS Office Word, Excel, PowerPoint)</li> </ul> <p>(Preferred)</p> <ul style="list-style-type: none"> <li>● Bachelor's degree or above in Neuroscience, Psychology, Social Science, or a related field</li> <li>● Experience in human subject experiments</li> </ul>
14	Application	<p>Resume using the linked form (please download from <a href="https://www.u-tokyo.ac.jp/en/about/jobs.html">https://www.u-tokyo.ac.jp/en/about/jobs.html</a>)</p>
15	Submission	<p>Interested applicants should send application materials to: <a href="mailto:zenas.c.chao@ircn.jp">zenas.c.chao@ircn.jp</a> (Please replace # with @ before using this email address)</p>
16	Application Deadline Selection Process	<p>March 31, 2024, 17:00 (JST). Once a suitable candidate has been selected, the recruitment process will be closed. All applications will be screened, and only those qualified will be scheduled for an interview (on-site or via video).</p>
17	Inquiries	<p>Please refer to "15 Submission".</p>
18	Recruiter Name	<p>The University of Tokyo</p>
19	Status of measures to prevent passive smoking	<p>Smoking is prohibited on the premises (smoking areas are located outside)</p>
20	Notices	<p>(1) 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. (2) Travel cost will not be paid in screening process. (3) For details on work conditions, please see the rules and regulations of the University of Tokyo (<a href="https://www.u-tokyo.ac.jp/en/about/rules_main.html">https://www.u-tokyo.ac.jp/en/about/rules_main.html</a>) (4) The University of Tokyo promotes gender equality and actively encourages women to apply. (5) If you are personally in contract with foreign governmental bodies, corporations or universities, or you are in receipt of a large benefit (financial or any other form) from foreign governmental bodies during the period of your employment, the provisions of the Foreign Exchange and Foreign Trade Act (FEFTA) may prohibit or restrict the sharing of technology that are designated as controlled technology possibly making it difficult for you to fulfill your duties as an academic or administrative staff of the university as a result. Therefore, in such cases it is necessary to keep such contracts/benefits within the scope where it does not hinder the sharing of technologies necessary for your duties by the university.</p>