

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

1	Description Title / Number of	Project Academic Specialist / 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	Chao (IRCN Principal Investigator) lab, International Research Center for Neurointelligence, The University of Tokyo, Institutes for Advanced Study 7-3-1 Hongo, Bunkyo-ku, Tokyo, 113-0033 JAPAN  Scope of change: In principle, within the same center.
6	Job Description	(1) Recruiting and scheduling participants for experiment (2) Assisting human subject experiments (e.g. translation, experimental setup, data collection) (3) Academic support services in the laboratory, including paperwork and budget management  Scope of change: The University may order employees to be reassigned to different positions, or order them to take up additional positions.
7	Working Hours	Working days: 5 days per week (from Monday to Friday) Working hours: 38 hours 45 minutes per week (9 : 00-17:45 *12:00-13:00 break) ※Overtime work may be ordered. ※Working Days and Hours may be subject to change due to circumstances.
8	Holidays	Saturday and Sundays; Statutory public holidays of Japan; Year-end and New Year holidays(December 29 through January 3)
9	Leaves	Annual paid leaves, refreshment leave, congratulatory or condolence leave, etc
10	Salary & Benefits	<ul style="list-style-type: none"> <li>● 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.)</li> <li>● Commuter allowance: If conditions apply, JPY55,000 per month at maximum</li> <li>● Overtime allowance: Dependent on hours of each month</li> <li>● No retirement benefits or bonuses</li> </ul>
11	Available insurances	Eligible for MEXT* Mutual Aid Association (health insurance and pension schemes), employees' pension, employment insurance, and workers' accident compensation insurance in accordance with laws and regulations. (*MEXT: Japan's Ministry of Education, Culture, Sports, Science and Technology)
12	Qualifications	(Required) <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> <li>● Bachelor's degree or above in Neuroscience, Psychology, Social Science, or a related field</li> </ul>

13	Application documents	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> )
14	Submission	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)
15	Application Deadline Selection Process	December 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).
16	Inquiries	Please refer to "14 Submission".
17	Recruiter Name	The University of Tokyo
18	Status of measures to prevent passive smoking	Smoking is prohibited on the premises (smoking areas are located outside)
19	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.</p> <p>(2) Travel cost will not be paid in screening process.</p> <p>(3) For details on work conditions, please see the University of Tokyo Regulations on Conditions of Employment of Fixed-term Project Academic and Administrative Staff. (<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>)</p> <p>(4) The University of Tokyo promotes gender equality and actively encourages women to apply.</p> <p>(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>