

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

The Chao Laboratory is seeking a Project Academic Specialist as follows.

1	Title / Number of positions	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) Academic support services in the laboratory, including paperwork and budget management (3) Assisting human subject experiments (e.g. translation, experimental setup, data collection) Scope of change: Fixed-term, part-time employees may be transferred to other units or be subject to changes in their duties, where such reassignment is deemed necessary in the course of business.
7	Working Days and Hours	5 days per week (from Monday to Friday) 5 hours per day (10:00~16:00 *12:00-13:00 break) * Working days and hours are open to negotiation * 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	Paid Leaves	Annual paid leaves, summer leave, congratulatory or condolence leave, etc
10	Salary & Benefits	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 conditions apply, JPY55,000 per month at maximum Overtime allowance: Dependent on hours of each month
11	Available insurances	Eligible for health insurance (MEXT* Mutual Aid Association), employees' pension, employment insurance, and workers' accident compensation insurance. *MEXT: Japan's Ministry of Education, Culture, Sports, Science and Technology
12	Qualifications	<ul style="list-style-type: none"> ● Proficient Japanese speaking, reading and writing skills ● Good interpersonal skills ● Basic computer skills (MS Office Word, Excel, PowerPoint) ● Preferred: Good communication skill in English ● Preferred: Bachelor's degree or above in Neuroscience, Psychology, Social Science, or a related field ● Preferred: Experience in human subject experiments

13	Application documents	<p>Resume using the linked form (please download from https://www.u-tokyo.ac.jp/en/about/jobs.html)</p> <p>* Please provide a telephone number and e-mail address where you can be reached during the daytime on weekdays.</p> <p>* Please provide as much detail as possible about your job description.</p>
14	Submission	<p>Interested applicants should send application materials to: zenas.c.chao#ircn.jp with the email title "Part-time Project Academic Specialist". Please replace # with @ before using this email address.</p> <p>* We recommend that you set an arbitrary password and send it to us.</p> <p>* Please contact us if you do not receive a receipt confirmation email from us within 2-3 days.</p>
15	Application Deadline Selection Process	<p>December 31, 2024, 17:00 (JST). Once a suitable candidate has been selected, the recruitment process will be closed.</p> <p>All applications will be screened, and only those qualified will be scheduled for an interview (on-site or via video).</p> <p>If your application passes the screening, you will be contacted by email for an interview.</p>
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, Part-time Project Academic and Administrative Staff. (https://www.u-tokyo.ac.jp/en/about/rules_main.html)</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>