

Announcement of Faculty Position
Frontier Science and Social Co-creation Initiative (FSSI)
Kanazawa University

1. Number of Positions: One Research Administrator

Position: Associate Professor (Fixed-term contract) or Assistant Professor (Fixed-term contract)

2. Start of Employment: As soon as possible after November 1, 2025

3. Employment Status: Full-time, fixed-term contract

※The initial employment period will end on March 31, 2026. If the employee's performance is evaluated positively, the contract will be extended until March 31, 2029.

However, the maximum employment period is until the first March 31 after the employee turns 65.

※For individuals with a history of continuous employment at the University, the total employment period will not exceed 10 years.

4. Work Location: Kanazawa University Kakuma Campus (Kakuma-machi, Kanazawa City, Ishikawa Prefecture)

5. Affiliation: Frontier Science and Social Co-creation Initiative

<https://o-fsi.w3.kanazawa-u.ac.jp/en/>

6. Job Description:

Kanazawa University was selected for the J-PEAKS (Program for Forming Japan's Peak Research Universities) in 2023. To establish a new world-leading research base as outlined in this project, we are recruiting a Research Administrator (URA) to support the internationalization of the field of excellence through the following duties. The main responsibilities will be determined through consultation, considering the candidate's preferences and background.

- 1) Supporting interdisciplinary research conducted at the research center in Kanazawa University.
- 2) Facilitating international collaborative research with overseas research institutes and researchers.
- 3) Organizing international symposiums and promoting the global dissemination of research results.
- 4) Undertaking other tasks, such as outreach activities, business-related research and analysis.

7. Working Hours: Full-time (professional discretionary work system)

8. Salary: Salary will be determined according to the employment regulations of Kanazawa University, a National University Corporation. The annual salary system applies.

9. Social Insurance: Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association, Employment Insurance

10. Qualification Requirements :
(Prerequisites)

- 1) Doctoral degree

(If you are currently pursuing a doctoral degree, please indicate the expected completion date.)

- 2) Strong interest in and enthusiasm for research promotion work that utilizes previous research and/or work experience.
- 3) Demonstrated cooperation and communication skills necessary to perform the job.
- 4) Proficiency in both Japanese and English.

(Desirable Conditions)

- 1) Experience as a URA or in a similar role at a university or other institution.
- 2) Experience in negotiation, coordination, and contractual matters with overseas research institutions at a company or university.

11. Documents to Be Submitted (Any format, A4 size, one copy of each)

1) Resume

Include a photo, your educational background after high school, and work history after university. Provide your email address and include any qualifications that demonstrate language proficiency.

2) Work History

3) List of Research Publications

4) Details of Research Support, R&D Project Support, and R&D Management (up to 2 pages)

*Provide a detailed explanation using charts, graphs, etc., regarding the planning and management of research projects and promotion of international exchange. If you have no experience in research support, please state so.

5) Your Aspirations for the Position (approximately 1,200 characters)

※Please submit all application documents in PDF format via E-mail.

※We cannot accept files larger than 5MB, so if the file size exceeds this limit, please use an external file uploader.

In the subject line of your email, please write: "Application for Associate Professor or Assistant Professor at FSSI (Internationalization Support)."

You will receive a confirmation reply from the administrative staff upon submission. If you do not receive a reply within one business day, please contact the office using the information provided in section 14, "Contact Information for Document Submission and Inquiries."

※Application documents will be handled with care to protect personal information and will not be returned.

12. Application Deadline: Wednesday, August 20, 2025, 5:00 p.m. (applications must arrive by this date)

13. Selection Process:

First Screening: Document review

Second Screening: Interview (including a presentation)

※Transportation expenses for interviews will not be reimbursed. The interview may be conducted online.

※After the first screening, selected candidates will be contacted for an interview.

※After the second screening, all applicants will be notified of the results via letter or email. (Notifications are expected in late September 2025.)

14. Contact Information for Document Submission and Inquiries:

Kanazawa University Research Promotion Department, Research Support Division
Kakuma-machi, Kanazawa City, 920-1192
Email: rfssi@adm.kanazawa-u.ac.jp
Phone: (076)264-5979

15. Additional Information:

- 1) For the employment regulations, please refer to the following URL (in Japanese):
"Employment regulations for specially appointed faculty members of Kanazawa University,
a national university corporation"
<https://www.kanazawa-u.ac.jp/university/administration/regulation/rules>
- 2) Kanazawa University is committed to creating a diverse research and educational
environment. For more information, please see:
<https://cdl.w3.kanazawa-u.ac.jp/index.html>(in Japanese)
- 3) To enhance URA skills, the Institute for Advanced Science and Social Co-Creation
encourages participation in the URA Skills Certification System by the Research Administrator
Skills Certification Organization (a general incorporated association).
<https://www.crams.or.jp/>(in Japanese)
- 4) In accordance with the Basic Act for a Gender-Equal Society, the FSSI actively welcomes
applications from female researchers and URAs.