

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

1. Number of Positions: One Research Administrator
(Associate Professor (Fixed-term contract) or Assistant Professor (Fixed-term contract))
2. Start of Employment: As soon as possible after November 1, 2024
3. Employment status: Full-time, fixed-term contract
 - ※The employment period will be until March 31, 2026. If the employee's performance is evaluated as good, the employment period will be extended until March 31, 2029.
However, the maximum period will be the first March 31 after the employee reaches the age of 65.
 - ※For those who have continuous employment history 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 has been selected for the J-PEAKS (Program for Forming Japan's Peak Research Universities) in 2023. In order to create a new world-leading research base as stated in this project, we are recruiting a Research Administrator (URA) to support the internationalization of the field of excellence through the following duties.

After being hired, the new candidate will be stationed in the office of the Nano Life Science Institute (Nano LSI), a World Premier International Research Center Initiative (WPI)-designated center at our university, for a certain period of time, where he or she will gain experience in supporting a global center.

 - 1) Support for international collaborative research with overseas research institutes and researchers
 - 2) Support for interdisciplinary research conducted at the research center and research and living support for foreign researchers
 - 3) Planning and running of international symposiums, etc., and international public relations of research results
 - 4) Other (outreach activities, business-related research and analysis, etc.)
7. Working hours: Full-time (professional discretionary work system)
8. Salary: Salary will be paid in accordance with 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 :

[Prerequisite]

- 1) Hold a master's degree or higher
(If you are planning to obtain a master's degree, please indicate when you will do so.)
- 2) Have a strong interest and enthusiasm in research promotion work that utilizes their previous research experience, work experience, etc.
- 3) Possess the cooperativeness and communication skills necessary to carry out the job.
- 4) Ability to carry out business smoothly 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 negotiations, coordination, and contractual matters with overseas research institutions.

11. Documents to be submitted (any format (must be A4 size), one copy of each)

1) Resume

Attach a photo of your face, and state your educational background after graduating from high school and your work history after graduating from university. Also state your email address. Also, be sure to state any qualifications you have that prove your language proficiency.

2) Work history

3) List of research publications

4) Details of research support, R&D project support, R&D management, etc. that have been implemented to date (up to 2 pages) *Please provide a detailed explanation using charts, graphs, etc. regarding the planning and management of research projects, promotion of international exchange, etc. If you have no experience in research support, please state so.

5) Your aspirations after assuming your new position (approximately 1,200 characters)

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

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

Please enter the subject line of your email as "Application for Associate Professor or Assistant Professor at FSSI (Internationalization Support)." When you submit your application, the administrative staff will always reply to you to confirm receipt. If you do not receive a reply within one business day of sending your request, please contact "14. Contact information for submitting documents and inquiries."

※Application documents will be disposed of with due care to protect personal information and will not be returned.

12. Application deadline: Thursday, August 22, 2024, 5:00 p.m. (must arrive by this date)

13. Selection method:

First screening: Document screening

Second screening: Interview (presentation, etc.)

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

※After the first screening, we will contact those who need to be interviewed.

※After the second screening is completed, all applicants will be notified of the results in writing or by email. (Scheduled to begin late-September 2024).

14. Contact point for document submission and inquiries:

Kakuma-machi, Kanazawa City, 920-1192

Kanazawa University Research Promotion Department Research Support Division

Email: rfssi@adm.kanazawa-u.ac.jp

Phone: (076)264-5979

15. Additional information:

1) Please see the URL below for the employment regulations.

"Employment regulations for specially appointed faculty members of Kanazawa University, a national university corporation" (In Japanese)

<https://www.kanazawa-u.ac.jp/university/administration/regulation/rules>

2) Kanazawa University is promoting the creation of a diverse research and education environment. For more details, please see the URL below. (In Japanese)

<https://cdl.w3.kanazawa-u.ac.jp/index.html>

3) In order to improve the skills of URAs, the Institute for Advanced Science and Social Co-Creation recommends using the URA Skills Certification System run by the Research Administrator Skills Certification Organization (a general incorporated association).

(In Japanese)

<https://www.crams.or.jp/>

4) In accordance with the Basic Act for a Gender-Equal Society, the FSSI actively welcomes applications from female researchers and URAs.