

Application Guidelines for University Research Administrator (URA), Kumamoto University.

Name of Organization	International Affairs Department, Kumamoto University
Type of Employment /Job Title	Contract employee • University Research Administrator (URA)
Number of Positions	One (1) position
Work Location	Kumamoto University As a general rule, work will take place at the Kurokami Campus (2-39-1 Kurokami, Chuo-ku, Kumamoto). However, depending on the work assigned, the location may be changed to Honjyo Campus (2-2-1 Honjyo, Chuo-ku, Kumamoto).
Job Description	<p>The URA shall perform information gathering, planning and management assistance, and public relations and information dissemination support necessary for the smooth promotion of the University's research activities.</p> <p>The URA shall collect information about the University's researchers and achievements and engage in public relations activities to disseminate the University's research activities more widely to society. Duties include:</p> <ol style="list-style-type: none"> 1. Developing and implementing a public relations strategy to widely publicize the University's research 2. Promoting international publicity for research activities through the effective use of various media (website, SNS, print media, etc.), especially for international audiences 3. Managing and operating the Kumamoto University website in English 4. Performing other duties as a URA related to improving the University's research capabilities and fostering research human resources <p>*In addition to the above responsibilities, the URA will be engaged in supporting application and management of University-wide research projects. *Those in URA positions must devote their time and effort exclusively to URA duties. (e.g., URAs cannot engage in research activities as principal investigators of grants-in-aid for scientific research projects).</p>
Candidate Qualifications	<p>Applicants must meet the following five criteria.</p> <ol style="list-style-type: none"> 1. Fulfill at least one of the following criteria from a to c: <ol style="list-style-type: none"> a. Ph.D. holder or equivalent in education and experience b. Have experience in research, research support, or public relations at universities, research institutions, etc. (including companies). c. Possess the ability and insights necessary for planning and public relations related to research activities

	<p>2. Have a certain level of understanding of the research conducted in the University and be able to communicate scientific ideas to non-professional audiences</p> <p>3. Have at least one of the following abilities and experiences (a or b):</p> <p>a. Experience in research support work (e.g., URA at a University or other research organization)</p> <p>b. Experience in research analysis work (e.g., IR [Institutional Research] at a University or other research organization)</p> <p>c. In the case the applicant does not have experience in a or b above, he/she must possess strong motivation and good communication skills for this position</p> <p>4. Any nationality is acceptable, but fluency in Japanese and native-level English are required.</p> <p>5. Applicants must have the following technical capabilities:</p> <p>a. Computer skills to perform daily operations (email, Word, Excel, PowerPoint)</p> <p>b. Smooth communication skills and a cooperative attitude when working with researchers and related parties</p>
Starting Date of Appointment	<p>Earliest possible date in FY2023</p> <p>We expect the successful candidate to start work as soon as possible, but the starting date is negotiable.</p>
Terms of Employment	<p>Earliest possible date after appointment decision: March 31, 2024</p> <p>Renewed every fiscal year. Renewal will be decided based on a performance evaluation and other factors. The period of employment shall be a maximum of ten (10) years. Those who have been employed by the University prior to the date of appointment shall be employed for a total period of up to ten (10) years.</p>
Working Hours	<p>Monday - Friday, 8:30 a.m. – 5:15 p.m. (Break time: 12:00 p.m. – 1:00 p.m.)</p> <p>Holidays: Saturdays, Sundays, national holidays, and year-end and new year holidays (December 29–January 3), summer holiday</p> <p>Days off: Annual paid leave, sick leave, special leave (in accordance with the University's working hours regulations)</p> <p>*Paid leave is granted after six months from the date of employment.</p>
Wages, Bonuses, etc.	<p>As set forth in the Kumamoto University Regulations</p> <p>Daily wage: 13,930–17,830 yen (with a bonus twice a year).</p> <p>Overtime allowance, commuting allowance, etc. will be paid.</p> <p>Model annual salary: approximately 6–8 million yen (equivalent to the salary of an assistant professor or associate professor)</p>
Employee Benefits	<p>As set forth in the Kumamoto University Regulations</p> <p>Health insurance and pension: Mutual aid association of the Ministry of Education, Culture, Sports, Science and Technology and Employees' Pension Insurance</p> <p>Employment insurance: Yes</p> <p>Occupational accident insurance: Yes</p>

Application Documents

Submit all application documents (1 to 5) below via one of the following methods: email, online storage, or the JREC-IN website.

1. CV (curriculum vitae)/resume (free format)
Include the degree(s) earned, an abstract of work experiences, an ID photo, your current physical address, and email address.
2. Research biography and achievement list (Limit: two (2) sheets of A4 size paper, free format)
*If you have experience in any of the items listed in the " Job Description" section, please describe in detail your actual responsibilities and the results/evaluations you have obtained.
*Those who have research experience should also submit a list of accomplishments.
3. A short essay expressing the applicant's aspirations as a URA of Kumamoto University (approximately one (1) sheet of A4 paper, free format)
4. Please provide the name and contact information of at least one person to whom we can refer for information regarding the applicant's achievements and other information (free format).
* Please write the official job title appointed by the employer on your resume and other documents.
* Applicants' personal information obtained by the University through this application process will be properly managed in accordance with the "Act on the Protection of Personal Information" and will not be used for any purpose other than this selection process.
* Any false information provided in the application materials may result in cancellation of employment.

【How to submit by email】

Send the above application documents in a single PDF file as an attachment to the address below. The subject of the email should be "URA Application (Your Name)".

*We are not responsible for any undelivered emails. We will reply to you within approximately two business days after receiving your email. If you do not receive a reply, please contact us by phone at the following number.

Submission address: kusgu-j*jimu.kumamoto-u.ac.jp (Please change * to @)
Contact for checking the status of document submission: International Strategy Division, International Affairs Department
Phone: +81-96-342-2101

【How to submit via online storage】

Upload the files of the above application documents to the online storage designated by the University.

1. Send an email to the address below with the following required information.
 - Required items:
Email subject: Request for online storage submission of URA application documents (Applicant's Name)
Email body: Basic contact information: your name, contact email address, and phone number
 - Send to: kusgu-j*jimu.kumamoto-u.ac.jp (Please change "*" to "@".)

	<p>2. An email containing the URL for file submission will be sent from the email address specified above in (1) from the University to the applicant's contact email address. Once received, click on the upload link provided in the email and upload all application documents in a single PDF file.</p> <p>*Once the upload link URL is issued, it will remain valid until the submission deadline. Requests for (1) above should be made well in advance of the day before your scheduled submission date.</p> <p>【How to submit via the JREC-IN Portal website】 Applications for this open call can be submitted online via the JREC-IN Portal website. (https://jrecin.jst.go.jp/seek/SeekTop) Submit all application documents in a single PDF file.</p>
<p>Application Deadline</p>	<p>Application documents must be received no later than <u>Tuesday, October 10th, 2023.</u></p> <p>*Note that applications submitted after the above deadline will not be accepted.</p>
<p>Screening Process</p>	<p>Candidates who pass the document screening will proceed to the interview stage. During the interview, candidates will be asked to give a presentation (approximately 10 minutes) in both English and Japanese using a presentation tool such as PowerPoint to demonstrate their achievements and aspirations after being appointed as a URA. Each result of the document and interview screening will be sent to the contact email address provided in the application form. The details of the interview will only be provided to those who are selected for the interview. Any inquiries about selection will not be answered.</p> <p>1. Preliminary screening: Document review in October 2023, notification of results in mid-October Successful candidates will proceed to the secondary screening.</p> <p>2. Secondary screening: Scheduled to be conducted in late October 2023 Only successful candidates who pass the preliminary document screening will be eligible to apply. In principle, interviews will be held at the Kurokami Campus of Kumamoto University (2-39-1 Kurokami, Chuo-ku, Kumamoto City, Kumamoto).</p> <p>*All expenses related to the interview (e.g., transportation and accommodation) are the responsibility of the applicant and will not be reimbursed by Kumamoto University.</p> <p>*The interview will be conducted in person, but applicants living outside of Japan may also choose to have the interview online. Those who live far from Kumamoto in Japan may also choose to have the interview online.</p> <p>*Kumamoto University is committed to promoting diversity. Therefore, the selection process will be conducted in compliance with the Gender Equality Law. For more information about our policies on gender equality treatment, please visit the website of the Kumamoto University Diversity Promotion Office (http://gender.kumamoto-u.ac.jp).</p> <p>3. Selection result: Candidates will be notified in mid-November 2023</p>

Contact Information	Attn: Kazumi Tsuruhara International Affairs Division, Kumamoto University 2-39-1 Kurokami, Chuo-ku, Kumamoto, 860-8555 JAPAN Phone: +81-96-342-2101 Email: kusgu-j*jimu.kumamoto-u.ac.jp (Please change * to @) Please contact us by email if possible.
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