

Call for Applications: Science Writer
(Program-Specific Lecturer or Program-Specific Assistant Professor)

ASHBi Administrative Office (Research Acceleration Unit)

Institute for the Advanced Study of Human Biology (ASHBi), KUIAS Kyoto University

15 November 2023

The Institute for the Advanced Study of Human Biology (ASHBi) at Kyoto University is a leading research institute in the field of human biology in Japan. ASHBi is currently seeking a Science Writer to work in the Research Acceleration Unit (<https://ashbi.kyoto-u.ac.jp/acceleration/research-acceleration-programs/>) of the Institute's research support division. The Science Writer will write and edit press releases, presentations, reports, articles, and other materials related to human biology research conducted at ASHBi. The Science Writer will also work to build academic support programs/systems for better scientific writing to help a broader audience can understand difficult scientific concepts in human biology research. In addition, the Science Writer will develop content for educational seminars on science writing for early-career researchers and graduate students and serve as an organizer/lecturer of the seminars.

1. Job Titles:

Program-Specific Lecturer or Program-Specific Assistant Professor (depending on the applicant's experience, skills and abilities)

2. Number of Positions:

One (1)

3. Affiliation:

Institute for the Advanced Study of Human Biology (ASHBi), KUIAS Kyoto University
Yoshida Konoe-cho, Sakyo, Kyoto 606-8501 Japan

4. Job Description:

The Science Writer will be assigned to the Research Acceleration Unit, the research support division of the Institute, and will be primarily responsible for writing and editing press releases, presentations, and reports. He/she will also develop academic support programs to produce scientific writing to communicate scientific concepts to a broader audience. In addition, he/she will organize educational seminars as an organizer (speaker) on scientific writing. Other duties as assigned by the Head of the Research Acceleration Unit.

5. Eligibility:

Required Education and Experience

- Master's degree and at least 3 years of experience in scientific writing and editing or an equivalent combination of education and experience.

Required Skill/Ability

- Deep curiosity about life science research and the ability to transform complicated research concepts into easy-to-understand stories.
- Ability to manage own projects for establishing academic support systems for scientific writing or organizing scientific writing seminars.
- Strong interpersonal skills to establish and maintain professional, effective working relationships with faculty, university administrators, staff, and students.
- Advanced communication skills in English for research in the field of human biology.

6. Starting Date:

The earliest possible date (adjustable according to individual requirements).

7. Term:

Three (3) years (after the employment period, the contract can be renewed depending on achievements).
Initial probationary employment period: six (6) months.

8. Working Conditions:

Five (5) working days per week (days off: Saturdays, Sundays, public holidays, year-end and New Year holidays, and Foundation Day, as per University guidelines).

Working hours: 38 hours 45 minutes per week under a discretionary labor system.

9. Salary:

Paid annually in compliance with the rules of Kyoto University.

10. Allowance:

No allowance (such as for commuting, housing, bonuses, etc.) will be provided.

11. Social Insurance:

National Public Service Mutual Aid Association health policy

Employee's pension insurance

Employment insurance

Worker's accident insurance

12. Deadline:

Open until the position is filled.

13. Evaluation Procedure:

Submitted applications will be reviewed, and followed by interviews for short-listed candidates.

14. Application Method:

Application documents must be prepared in English according to the "**Application Guidelines**", and submitted as email attachments.

Submit via email to: ASHBi-recruit@mail2.adm.kyoto-u.ac.jp

15. Additional Information:

Submitted documents are used only for the purpose of applicant screening and hiring. Personal information will not be disclosed, transferred or loaned to a third party under any circumstances without just cause. Kyoto University promotes gender equality. As part of our university's measures to promote gender equality based on the provisions of Article 8 of the "Act on Securing Equal Opportunities and Treatment for Men and Women in the Field of Employment (Equal Employment Opportunity Act for Men and Women)", we will give priority to hiring women, if the evaluations are the same in the selection process.

To prevent passive smoking, Kyoto University prohibits smoking at indoors and outdoors at all campuses except for the designated smoking areas.

Application Guidelines

Follow the instructions below to prepare and submit your application. Write in English, and use a 10.5 point font or larger. You may include photographs or charts in color or black and white. Please submit your application via email.

Deadline: Open until the position is filled
Submit by email to: ASHBi-recruit@mail2.adm.kyoto-u.ac.jp
(Related documents should be sent as email attachments)

Applications with serious deficiencies and/or false information will not be evaluated.

1. Basic Information (CV)

- (1) Name
- (2) Home Address and Contact Information (phone, email, etc.)
- (3) Recent Photograph
- (4) Date of Birth, Age, and Gender
- (5) Academic Degree (including date of acquisition)
- (6) Nationality
- (7) Current Appointment (your current affiliation, department, and position)
- (8) Education (begin with high school and list education)
- (9) Professional Experience
- (10) Awards
- (11) Position Sought (host research group name, job title)
- (12) Contact details of two (2) references (name, affiliation, position, address, e-mail address)

2. Proposal (within 5 pages)

Concisely describe the objectives to be achieved at ASHBi as a Science Writer, focusing on the unique ideas and methods you will use to reach them. You may include figures, photographs or charts.

3. Reasons for applying for ASHBi (within 1 page)

1. Why are you applying to ASHBi?
2. Explain how you will contribute to furthering the research activities at ASHBi.

4. List of Publications/Grants

Describe your publications in reverse chronological order, including published papers, books, invited lectures, awards, patents, etc. Describe the grants you obtained.

Contact

Email: ASHBi-info@mail2.adm.kyoto-u.ac.jp

Address: Institute for the Advanced Study of Human Biology (ASHBi) KUIAS, Kyoto University
Yoshida Konoe-cho, Sakyo, Kyoto 606-8501 Japan