

Office of Institutional Advancement and Communications, Kyoto University
Specially Contracted Staff Member (Specially Contracted Fixed-Term Faculty and Staff)
Recruitment guidelines

Job position	Specially Contracted Staff Member (Specially Contracted Fixed-Term Faculty and Staff)
Number of vacancies	A few positions
Affiliation and Work Location	<p>Innovation Promotion, Office of Institutional Advancement and Communications (IAC), Kyoto University</p> <p>https://www.saci.kyoto-u.ac.jp/access/ International Science Innovation Building, Kyoto University Yoshida Campus (Located in Yoshida Honmachi, Sakyo-ku, Kyoto City)</p> <p>*There is a possibility of transfer within the Office of Institutional Advancement and Communications after hire, depending on job duties. * Work from home or other locations when telecommuting is permitted or ordered by the university.</p>
Job responsibilities	<p>As an Innovation Producer in the IAC established in April 1, 2024 , you will be engaged in activities aiming to strengthen the University's intellectual property capabilities and promote its utilization.</p> <p>Duties:</p> <p>(1) Work on the utilization of the university's intellectual property, scout for new inventions from researchers, manage the process for the acquisition of rights, develop the intellectual property strategy negotiate contracts, etc. Intellectual property: patents, copyrights, data, materials, etc. Strategy: Licensing of intellectual property, obtaining research funds and other fundings through industry-government-academia alliances, support for university-launched start-ups, etc.</p> <p>(2) Collaboration with related organizations within the university, affiliated companies, and private companies</p> <p>«Reference» Office of Institutional Advancement and Communications (IAC) https://www.kyoto-u.ac.jp/ja/department/460 https://iac-kyoto-u-ac.studio.site/</p> <p>Intellectual Properties, Office of Society-Academia Collaboration for Innovation ※previous organization's name of IAC https://www.saci.kyoto-u.ac.jp/about/IP_Licensing/</p> <p>Please note that the "Act on the Promotion of Science and Technology Innovation" applies to the employees responsible for this position.</p>
Qualifications	<p>No qualifications required to apply.</p> <p>Requirements:</p> <ul style="list-style-type: none"> -Highly motivated to implement university research results in society. -Able to work proactively and with a good adaptation capacity.

	<p>-A person who can work in collaboration with internal organizations and university researchers.</p> <p>In addition to the above requirements, we also welcome the following candidates.</p> <p>Welcome requirements:</p> <p>-Those with experience in academic research, such as post-doctoral fellows, or those with experience in academic research support.</p> <p>-Those who can work in the field of information science or life science.</p> <p>-Those with experience in science communication or science writing.</p> <p>-Experience in new business development, marketing, intellectual property and licensing.</p> <p>-Experience at Kyoto University.</p>
Employment period	<p>Negotiable from December 2024 onwards until March 31, 2026.</p> <p>*There is a possibility of contract renewal upon the expiration of the employment period, with a maximum cumulative limit of 10 years.</p> <p>The decision to renew the contract will be based on factors such as workload at the time of contract expiration, performance, attitude, capabilities, progress in assigned tasks, and the overall business situation.</p>
Probationary period	6 months trial period
Work schedule/Working hours	<p>Monday to Friday (5 days a week) from 8:30 am to 5:15 pm (with a lunch break from 12:00 pm to 1:00 pm).</p> <p>* Overtime work may be required on specific occasions.</p> <p>Holidays: Saturdays, Sundays, national holidays, year-end and New Year holidays, Foundation Day. Paid annual vacation will be granted in accordance with the university's regulations.</p>
Salary and benefits	The salary and benefits will be determined based on the university's compensation standards, considering factors such as skills, experience, and qualifications. The annual salary divided by 12 is paid monthly.
Allowances and benefits	There are no extra payments for allowances, bonuses, retirement benefits, or any other benefits apart from the paid for overtime work
Social insurance	Enrollment in the Ministry of Education, Culture, Sports, Science and Technology Mutual Aid Association, Employees' Pension Insurance, Employment Insurance, and Industrial Accident Compensation Insurance.
Application Method and Required Documents	<p>Required Documents:</p> <p>Please submit the following application documents (in any format) by postal mail or email to the-address provided in the "Document submission and contact information" section:</p> <p>(1) Resume with photograph:</p> <p>*Please include your educational background, work history, and contact information (address, phone number, and email address). We will contact you using the-contact details provided.</p> <p>(2) Curriculum Vitae (CV) detailing your past work experience, accomplishments, etc.</p> <p>(3) Cover letter explaining your commitment and aspirations regarding the efforts towards the utilization of Kyoto University research results.</p> <p>Application Method:</p> <p>《For postal mail》</p> <p>Please write "Application for Specific Employee (Innovation Producer) in the</p>

	<p>Innovation Promotion " in red ink on the front of the envelope. Note that we will not respond to individual inquiries about whether the mailed documents have been received. It is recommended to use a postal tracking service to confirm delivery.</p> <p>《For email》</p> <p>Please use the subject line "Application for Specific Employee (Innovation Producer) in the Innovation Promotion (Your Name)". Please send the application documents in PDF format.</p>
Application deadline	The recruitment will be closed once the successful candidate is chosen.
Selection process	<p>Selection Process:</p> <p>(1) First-round: Document screening (2) Second-round: Interview at Kyoto University (only for applicants who pass the document screening) (3) Third-round: Interview at Kyoto University (only for applicants who pass the second-round selection)</p> <p>Details of the interview process will be communicated to the selected candidates only. During the interview, candidates will be asked to give a presentation on their ideas and aspirations regarding the efforts towards the utilization of Kyoto University research results.</p> <p>Please note:</p> <ul style="list-style-type: none"> • The specific date and time of the interview will be communicated to the selected candidates by phone or email. • The interview will take place at Kyoto University's Yoshida Campus. • Please be aware that transportation expenses for the interview will be the responsibility of the candidate.
Document submission and contact information	<p>5th Floor, International Science Innovation Building Yoshida Honmachi, Sakyo-ku, Kyoto 606-8501 Innovation Promotion, Office of Institutional Advancement and Communications, Kyoto University (Contact: Fujimori) E-mail: iac-innov-hr@mail2.adm.kyoto-u.ac.jp (Please replace "*" with "@".)</p>
Other matters	<ul style="list-style-type: none"> • We are unable to provide any information regarding the selection process and reasons for acceptance or rejection. • The documents submitted will only be used for the purpose of recruitment evaluation. • We will not disclose, transfer, or lend the submitted documents to any third parties without a legitimate reason. • Please note that the submitted documents will not be returned. • Kyoto University actively promotes gender equality and encourages the active participation of women in the application process. • Smoking is strictly prohibited indoors at all campuses of Kyoto University. Smoking is also prohibited outdoors, except in designated smoking areas, to prevent passive smoking.