

# Position filled

## **Call for Applications: Research Coordinator for Research Acceleration Support & Research Promotion**

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

17 July 2020

Japan's Ministry of Education, Culture, Sports, Science and Technology (MEXT) recently selected the Institute for the Advanced Study of Human Biology (ASHBi) for participation in the World Premier International Research Center (WPI) Program, establishing it within Kyoto University Institute for Advanced Study (KUIAS) on 30 October 2018 with Mitinori Saitou, a world-leading developmental biologist, at its head. ASHBi is now looking for a Research Coordinator for Research Acceleration Support & Research Promotion at ASHBi. Details as follows.

### **1. Job Titles:**

Research Coordinator (Specialist Administrative Staff)

### **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. Eligibility:**

Essential requirements are as follows:

1. The candidate has a strong interest in strategic structuring of new support programs for promoting Academic Research.
2. The candidate has high level of knowledge in Life Sciences (MSc or higher in Life Science Fields and working experience for more than 3 years)
3. The candidate has strong interest in Research Promotion and Outreaching activities.
4. The candidate can proactively collaborate with others and persistently work to find solutions.

### **5. Starting Date:**

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

### **6. Term:**

From the day you take the position (negotiable) to March 31, 2021.

In and after the following year, the contract can be renewed annually depending on achievements until

March 31, 2025.

Initial probationary employment period: six (6) months

## **7. Job Descriptions:**

ASHBi will investigate the core concepts of human biology with a focus on genome regulation and disease modeling, creating a foundation of knowledge for developing innovative and unique human-centric therapies. The key goals are: 1) to achieve outstanding research in key individual themes in human biology in the area of reproduction, development, growth and aging as well as heredity and evolution; 2) to elucidate the principles for the emergence of species differences among humans, non-human primates, and rodents for proper extrapolation of the findings in model organisms to humans; 3) to generate primate models for key gene functions and intractable diseases; 4) to reconstitute key human cell lineages and tissues in vitro and validate their properties based on integrative information; and 5) to contribute to formalize an ethics for the use of human/non-human primate materials and create a philosophy to direct the values of the Institute's research outcomes.

In order to strongly initiate research and to publicize our activities, the institute is seeking suitable candidates for Research Coordinator who will maintain close contact with researchers and be in charge of publicity and outreach of research results as well as coordination with external organizations. The details of the job are as follows:

- 1) To plan and propel the Strategic Research Support Programs to promote research activities at ASHBi. (Researcher startup, fundraising, promotion/outreach, lab management skills, etc.)
- 2) To support the establishment of research environment for foreign and young researchers joining ASHBi.
- 3) To prepare Research Reports, Researcher Promotion Materials in both English and Japanese.
- 4) To disseminate information about research activities using the ASHBi website.

## **8. Working Conditions:**

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

Working hours: 08:30-17:15 (Lunch Break 12:00-13:00), 38 hours 45 minutes per week.

## **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, if necessary 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](mailto: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 a valid reason. Kyoto University promotes gender equality and expects female researchers to actively apply for the position.

Kyoto University prohibits on-campus smoking except in designated outdoor spaces so as to minimize secondhand smoke exposure.

# 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) Contact details of two (2) references (name, affiliation, position, address, e-mail address)

## 2. Proposal (within 2 pages)

Concisely describe the objectives to be achieved at ASHBi as an Research Coordinator, focusing on the unique ideas and methods you will use to achieve 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.

## 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