

## **Call for Applications: Program-Specific Lecturer**

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

3 September 2021

Institute for the Advanced Study of Human Biology (ASHBi) was established to create and promote human biology to elucidate key principles of human traits, including disease states. ASHBi is now looking for a Program-Specific Lecturer for supporting scientific writing at the Institute. Details are as follows.

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

Program-Specific Lecturer

### **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 PhD.
2. The candidate has substantial experience and knowledge in scientific writing.
3. The candidate has a strong interest in structuring of new support programs for promoting academic research.
4. The candidate can proactively collaborate with others and persistently work to find solutions.
5. The candidate has high level communicate skills in English.

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

December 1, 2021 or the earliest possible date thereafter (adjustable according to individual requirements)

### **6. Term:**

Three (3) years in principle (there is a possibility of contract renewal based on evaluation after the end of the contract period)

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

- 1) To facilitate the bridge of communication between ASHBi researchers and editors/reviewers of scientific journals.
- 2) To improve the scientific writing skills for making presubmission inquiries, cover letters, and manuscripts in order to appeal to a broader audience and journal editors/reviewers.
- 3) To give seminars to train early-career researchers on how to prepare journal manuscripts that journal editors would be interested in.

#### **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: 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, 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 just cause. Kyoto University promotes gender equality. Responses and applications from female researchers are highly welcomed.

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](mailto: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, 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-recruit@mail2.adm.kyoto-u.ac.jp](mailto:ASHBi-recruit@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