

## Call for Applications: Specially Contracted Staff Member (Research Coordinator)

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

October 3, 2024

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. In order to strongly promote the research activities of the Institute, we are looking for an administrative staff who will be in charge of strategically improving the research environment and solving issues faced by researchers and the Institute, while maintaining close contact with researchers and related parties.

### 1. Job Titles:

Specially Contracted Staff Member (Fixed-Term 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

(range of alteration) If the university permits or requests teleworking, the place of work includes the home, etc.

### 4. Eligibility:

Essential requirements are as follows:

1. The candidate has a Master's degree.
2. The candidate has a high level of knowledge in the life science field.
3. The candidate has a strong interest in strategic 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:

January 1, 2025 or the earliest possible date thereafter (adjustable according to individual requirements)

ASHBi-recruit@mail2.adm.kyoto-u.ac.jp



<https://ashbi.kyoto-u.ac.jp/>



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## 6. Term:

Five (5) years in principle (from the day you take the position [negotiable] to March 31, 2026)  
In and after the following year, the contract can be renewed annually depending on achievements until the end of the program. (Renewal of the contract is determined by taking into account the work volume at the time of the expiration of the contract period, work performance, attitude, ability, the status of progress of work performed, and the acceptance of the external funding for which the employee is employed.)

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, develop new research support programs, train the early-career researchers, publicize research results and outreach (<https://ashbi.kyoto-u.ac.jp/acceleration/>). The details of the job are as follows:

- 1) To plan and propel the Strategic Research Support Programs to promote research activities (lab start-up, acquisition of external funding, research publicity, etc.)
- 2) To support for the creation of a research environment in which researchers can concentrate on their research
- 3) To proactively collaborate with others concerning research promotion at the Institute
- 4) To prepare Research Reports, Researcher Promotion Materials in both English and Japanese
- 5) 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, and Foundation Day, as per University guidelines)

Working hours: 8:30-17:15 (Lunch Break 12:00-13:00)

- Overtime may be required when necessary.

## 9. Salary:

Paid annually in compliance with the rules of Kyoto University.

## 10. Allowance:

Overtime will be paid. Other allowances (such as for commuting, housing, bonuses, etc.) will not be provided.

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**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](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 actively encourages applications from women.

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

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## 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 2 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