

Announcement of the position of Public Relations Officer
WPI-Institute of Transformative Bio-Molecules
Nagoya University

Nagoya University Institute of Transformative Bio-Molecules (WPI-ITbM) is the international institute developing Chemical Biology research by mixing synthetic chemistry, plant/animal biology and theoretical science. Research Promotion Division (RPD) is aiming to support all process multilaterally from conceiving research idea existing between researchers and clerks to social implementation. We are seeking for the applicants interested in the cross-cutting work of ITbM between mix laboratory and office work, and having passion with sympathy for our vision.

1. Position

Fixed-term Public Relations Officer (Full-time employment)

(Employed as a Designated Assistant Professor or Research Fellow to be determined based on career experience, age, etc.)

2. Number of Position

1

3. Working Location

Institute of Transformative Bio-Molecules, Nagoya University Higashiyama Campus

Address: Furo-cho, Chikusa, Nagoya 464-8601 Japan

4. Main Job Description

Support research operations thorough the work described below related to transmission of ITbM research achievements.

- (1) Transmit all of ITbM research achievements to the world in English (Press conference, press release, public relations magazine, and so on)
- (2) Appeal ITbM through planning and managing symposia and seminars hosted by ITbM.
- (3) The other jobs in ITbM: WPI Progress Report and so on.

5. Application qualification

- Applicants must have a bachelor's degree or higher and an ability to transmit the research achievements in English.
- Applicants must have strong motivation for research promotion activities overcoming the research field and job category boundaries in ITbM.

These are not qualification, but preferred:

- Applicants prefer to have experiences of working at the office related to international public relations and performing international public relations tasks.
- Applicants prefer to have experiences of studying abroad or working in the foreign country related to researches.
- Applicants prefer to have experiences of researching in the laboratory related to Biology or Chemistry, or the company.

· Applicants prefer to have TOEIC score of above 800 or TOEFL score of above 570 (Describe your score on CV.)

6. Term

The contract starts as soon as possible after the employment decision is made and ends on March 31, 2022.

Employment shall be terminated by March 31 of the year you reach the age of 65.

7. Employment conditions

- 1) Working Condition: Discretionary Work System
- 2) Salary : Annual salary system to be determined based on career history, etc. in accordance with Nagoya University Pay Rules for Employees.
- 3) Insurance : MEXT mutual aid association (short-term premium (Health Insurance) and long-term premium (Pension,)) Workers' compensation insurance and Employment insurance.
- 4) Days Off: Saturdays, Sundays, National Holidays and Year-end Holidays (December 29 – January 3)
- 5) Holidays: Paid Leave, Sick Leave and Special Leaves (Nagoya University Rules shall be applied.)

8. Application documents

- 1) Curriculum vitae with photograph (Free Format and write your e-mail address)
- 2) Career History (Free Format) Size A4
- 3) Educational or Research including development research achievements
- 4) Aspiration for the work (Size A4 and 1 to 2 pages)
- 5) Affiliation, name and contact information for two references; enable to be asked opinions about the applicant.

9. Deadline

Tuesday, April 30th, 2019, at noon

The application will be terminated as soon as our decision is made.

10. Contact

Ayato Sato

Head, Research Promotion Division, ITbM, Nagoya University

Furo-cho, Chikusa, Nagoya 464-8601 Japan

e-mail: office@itbm.nagoya-u.ac.jp

11. Submission Address

Tsukina Ino

Administrative Office, ITbM, Nagoya University

Furo-cho, Chikusa, Nagoya 464-8601 Japan

TEL : +81-52-747-6842

12. Others

Applicant should be responsible for all travel expenses incurred for the interview. Submitted application documents shall not be returned. All personal information is handled in strict confidentiality and is not utilized for any other purpose or disclosed to any third party.