

## Research Administrator (URA) Job Opening

(Specially Appointed Researcher (Full-time), Specially Appointed Assistant Professor (Full-time), Specially Appointed Associate Professor (Lecturer) (Full-time))

Office of Management and Planning, Osaka University

Positions	Research Administrator (Specially Appointed Researcher (Full-time)) or Specially Appointed Assistant Professor (Full-time) or Chief Research Administrator (Specially Appointed Researcher (Full-time) or Specially Appointed Associate Professor (Lecturer) (Full-time))
Number of Positions	1
Affiliation/ Work Location	Research Management and Administration Section, Office of Management and Planning (Osaka University, Suita Campus)
Outline	<p>Osaka University has been supported by MEXT (Ministry of Education, Culture, Sports, Science and Technology) under “the Program for Establishment of the Research Administration System” and “the Program for Promoting the Enhancement of Research Universities” since 2012 and 2013, respectively, both of which require development of URAs’ organizations and functions. In line with these programs, Osaka University opens recruitment of Specially Appointed Researcher (Full-time), Specially Appointed Assistant Professor (Full-time), or Specially Appointed Associate Professor (Lecturer) (Full-time), who will be engaged in the URA(Research Administrator or Chief Research Administrator) job activities described below.</p> <p>For further information about URAs activities in Osaka University, please look at: <a href="http://www.ura.osaka-u.ac.jp/aboutus">http://www.ura.osaka-u.ac.jp/aboutus</a> (<i>in Japanese</i>) <a href="http://www.ura.osaka-u.ac.jp/files/ikeda2.pdf">http://www.ura.osaka-u.ac.jp/files/ikeda2.pdf</a> (<i>in Japanese</i>) As for “the Program for Promoting the Enhancement of Research Universities” in Osaka University, please look at: <a href="http://www.ura.osaka-u.ac.jp/researchuniversity">http://www.ura.osaka-u.ac.jp/researchuniversity</a> (<i>in Japanese</i>)</p>
Job Description	<p>Applicants will be engaged in a number, not necessarily all, of the following activities:</p> <ol style="list-style-type: none"><li>(1) Collection and provision of information on government policies and external funds</li><li>(2) Data collection and analyses for strategic research planning</li><li>(3) Support for grant application</li><li>(4) Support for the internationalization of research activities</li><li>(5) Support for local and global PR and outreach</li><li>(6) Advancement of URA as a profession. Knowledge transfer through seminars and OJT programs is included.</li></ol>

	(7) Other activities for promoting research in Osaka University.
Qualifications	<p>Requirements:</p> <ul style="list-style-type: none"> <li>(1) those who are willing to work on the above activities fulltime and make URA their life career</li> <li>(2) those who are capable of work creatively to advance the present URA activities</li> <li>(3) those who have experiences as a researcher or URA for more than two years are preferable</li> <li>(4) those who have a Master degree or above are preferable,</li> <li>(5) Language proficiency: <ul style="list-style-type: none"> <li>Japanese: business level (must) or above</li> <li>English: business level (preferable) or above</li> </ul> </li> </ul> <p>Expectations (rather than requirements):</p> <p>Applicants are expected to:</p> <ul style="list-style-type: none"> <li>a) show flexibility in ways of thinking and working</li> <li>b) have experiences of being involved in the competitive funds application, project management, and so on.</li> <li>c) have experiences of being involved in project outreach</li> <li>d) have experiences of working for a university as academic faculty or administrative staff</li> <li>e) experiences of working at a funding agency</li> <li>f) experiences of research support other than the above mentioned ones</li> </ul>
Period	<p>As early as possible after decision ~ March 31, 2019</p> <p>(Extension is possible based on work performance evaluation. The Program for Promoting the Enhancement of Research Universities will continue until March 2023.)</p>
Employment Form	<p>Discretionary Labor System, Special Work Type</p> <p>Based on the “Regulations Pertaining to Working Hours, Holidays and Leave for National University Corporation Osaka University Limited Term Staff”:  <a href="http://www.osaka-u.ac.jp/en/guide/information/joho/files/37.pdf">http://www.osaka-u.ac.jp/en/guide/information/joho/files/37.pdf</a></p>
Salary and Benefits	<p>Based on the “Salary Regulations for National University Corporation Osaka University Limited Term Staff (Specially Appointed Staff, etc.) Subject to Annual Salary System” (Grade 11 to 13, Standard class for Research Administrator and Grade 9 or 10, Standard class for Chief Research Administrator will be applied)  <a href="http://www.osaka-u.ac.jp/en/guide/information/joho/files/46.pdf">http://www.osaka-u.ac.jp/en/guide/information/joho/files/46.pdf</a></p> <p>No commuting allowance, bonus, retirement allowance</p> <p>Other allowance may be provided based on related regulations.</p>
Insurance	<p>Insurance of National Public Service Personnel Mutual Aid Associations, Employment Insurance, and Workers’ Accident Compensation Insurance</p>

Application Documents	<p>Applications must be written in English or Japanese and include the followings.</p> <ol style="list-style-type: none"> <li>(1) Curriculum Vitae (photo attached) *Please use the Osaka University CV form available at the following website  <a href="http://www.osaka-u.ac.jp/ja/news/employ/files/cv_form_apply.xls">http://www.osaka-u.ac.jp/ja/news/employ/files/cv_form_apply.xls</a></li> <li>(2) Abstract of the experienced job activities related to the above URA activities (if any)</li> <li>(3) The list of research achievements and academic publications related to the research or URA activities (if any)</li> <li>(4) A copy of Japanese proficiency certificate such as JLPT (Japanese-language Proficiency Test) score, a description of experiences of residency in Japan, or Japanese Language related job experiences</li> <li>(5) A copy of English proficiency certificate such as TOEFL, TOEIC, STEP score, a description of experiences of residency outside of Japan, or English related job experiences</li> <li>(6) List of the URA activities in “Job Description” (from (1) to (6)) that the applicant can be engaged in</li> <li>(7) Short essay expressing the applicant’s aspiration as a URA of Osaka University (from 500 to 800 words)</li> <li>(8) Names and contact information of two references.</li> </ol> <p>The above documents must be printed on A4 or Letter size papers. No format is specified for (2) to (8).</p>
Sending Address and Contact information	<p>Please send 6 sets of the required documents by registered mail to:  URA Recruitment Representative,  Research Management and Administration Section, Office of Management and Planning, Osaka University  201, Sanren-Honbu Bldg B., 2-1 Yamada-oka, Suita, Osaka 565-0871, Japan  *Indicate “Application for URA” in red ink on the envelope.</p> <p>Inquiries: <a href="mailto:ura-recruit@lserp.osaka-u.ac.jp">ura-recruit@lserp.osaka-u.ac.jp</a></p>
Application Deadline	<p>Applications are accepted during the last 7 days of each month started July, 2016. (e.g., July 25 through July 31, 2016)</p> <p>Those find it difficult to prepare the required documents due to certain reasons (e.g., be on a business trip overseas) please consult us in advance. Applicants will be notified of the document examination results via e-mail within 3 weeks upon date of application.</p> <p>This job opening will close when the position is filled.</p>

<p>Additional Information</p>	<p>Position on Regulations of Osaka University is Specially Appointed Assistant Professor (Full-time) or Specially Appointed Associate Professor (lecturer)(Full-time) or Specially Appointed Researcher (Full-time). Research Administrator and Chief Research Administrator are job titles as URA.</p> <p>Position or job title will be determined by job contents the candidate will engage in as well as the candidate's academic degree and previous experiences. Short-listed applicants will be notified by Email for an interview.</p> <p>Travel and accommodation expenses necessary for interviews are to be paid by the applicant.</p> <p>Submitted application documents will not be returned.</p> <p>Submitted application documents will only be used for this recruitment.</p> <p>Please refer to 'Work Regulations for National University Corporation Osaka University Limited Term Staff' and other regulations for work and other related conditions at: <a href="http://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html">http://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html</a></p> <p>Information in this document is subject to change.</p>
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