

# Research Administrator (URA) Job Opening

(Specially Appointed Academic Policy Researcher (Full-time))

Office of Management and Planning, Osaka University

Positions	<p>Research Administrator (Specially Appointed Academic Policy Researcher (Full-time)) or Chief Research Administrator (Specially Appointed Academic Policy Researcher (Full-time))</p> <p>* “Research Administrator” and “Chief Research Administrator” are job titles of URA (University Research Administrator) at Osaka University, which are almost equivalent to "Assistant professor" and "Associate Professor (Lecturer)” for faculty members, respectively.</p> <p>* Position on Regulations of Osaka University is “Specially Appointed Academic Policy Researcher (Full-time),” which is a job category under limited-term contract, where discretionary labor system is applied.</p>
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” (2012-2016) and the “Program for Promoting the Enhancement of Research Universities” (2013-2022), both of which require development of URAs’ organizations and functions. In line with these programs, Osaka University opens recruitment of Specially Appointed Academic Policy Researcher (Full-time), who will be engaged in the URA job activities described below.</p> <ul style="list-style-type: none"><li>● For further information about URAs’ activities in Osaka University, please look at: <a href="http://www.ura.osaka-u.ac.jp/about">http://www.ura.osaka-u.ac.jp/about</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>)</li><li>● 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>)</li></ul>

Job Description	<p>Successful applicant will be engaged in a number, not necessarily all, of the following activities:</p> <ol style="list-style-type: none"> <li>(1) Provision of information on government policies</li> <li>(2) Support for university management by research output data analyses</li> <li>(3) Support for grant application</li> <li>(4) Support for planning and launching of research projects</li> <li>(5) Support for outreach of research outcomes</li> <li>(6) Knowledge transfer through seminars and OJT programs</li> </ol> <p>Other activities for promoting research in Osaka University and advancement of URA as a profession are included.</p>
Qualifications	<ol style="list-style-type: none"> <li>(1) those who are willing to work fulltime on the above activities and make URA their life career</li> <li>(2) those who are capable of creative work to advance the present URA activities</li> <li>(3) those who show flexibility in ways of thinking and working</li> <li>(4) those who have experiences as a researcher or URA for more than two years (preferable)</li> <li>(5) those who have a Master degree or above (preferable)</li> <li>(6) language proficiency: <ul style="list-style-type: none"> <li>Japanese: business level or above (must)</li> <li>English: business level or above (preferable)</li> </ul> </li> </ol> <p>In addition to the above qualifications, we appreciate the applicants with following experiences:</p> <ol style="list-style-type: none"> <li>a) have experiences of being involved in the competitive funds application, project management, and so on,</li> <li>b) have experiences of being involved in project outreach,</li> <li>c) have experiences of working for a university as academic faculty or administrative staff,</li> <li>d) experiences of working at a funding agency, or</li> <li>e) experiences of research support other than the above mentioned ones</li> </ol>
Period	<p>After March 1, 2018(at the possible earliest date) ~ March 31, 2020 (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	<ul style="list-style-type: none"> <li>● Discretionary Labor System, Special Work Type</li> <li>● 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/kitei_shugyou.html">http://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html</a></li> </ul>
Salary and Benefits	<ul style="list-style-type: none"> <li>● 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/kitei_shugyou.html">http://www.osaka-u.ac.jp/en/guide/information/joho/kitei_shugyou.html</a></li> </ul>

	<ul style="list-style-type: none"> <li>● No commuting allowance, bonus, or retirement allowance</li> <li>● Other allowance may be provided based on related regulations.</li> </ul>
Insurance	Insurance of National Public Service Personnel Mutual Aid Associations, Employment Insurance, and Workers' Accident Compensation Insurance
Application Documents	<p>Applications must be written in English or Japanese and include the followings.</p> <p>(1) Curriculum Vitae (photo attached)  *Please use the Osaka University CV form available at the following website;</p> <ul style="list-style-type: none"> <li>• Excel :  <a href="http://www.osaka-u.ac.jp/en/news/employ/files/CV%20full%20time">http://www.osaka-u.ac.jp/en/news/employ/files/CV%20full%20time</a></li> <li>• PDF :  <a href="http://www.osaka-u.ac.jp/en/news/employ/files/CV%20full%20time%20pdf">http://www.osaka-u.ac.jp/en/news/employ/files/CV%20full%20time%20pdf</a></li> <li>• Sample :  <a href="http://www.osaka-u.ac.jp/ja/news/employ/files/cv_sample_ft.pdf">http://www.osaka-u.ac.jp/ja/news/employ/files/cv_sample_ft.pdf</a></li> <li>• Guide :  <a href="http://www.osaka-u.ac.jp/en/news/employ/files/CV%20full%20time%20guidelines%20pdf">http://www.osaka-u.ac.jp/en/news/employ/files/CV%20full%20time%20guidelines%20pdf</a></li> </ul> <p>(2) Abstract of the experienced job activities related to the above URA activities (if any)</p> <p>(3) The list of research achievements and academic publications related to the research or URA activities (if any)</p> <p>(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</p> <p>(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</p> <p>(6) List of the URA activities in “Job Description” (from (1) to (6)) that the applicant can be engaged in</p> <p>(7) Short essay expressing the applicant’s aspiration as a URA of Osaka University (from 500 to 800 words)</p> <p>(8) Names and contact information of two references.</p> <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:</p> <p>URA Recruitment Representative  Research Management and Administration Section, Office of Management and Planning, Osaka University  Room 401, Co-Creative Innovation Bldg, 1-1 Yamada-oka, Suita, Osaka 565-0871, Japan</p> <p>*Indicate “Application for URA” in red ink on the envelope.</p>
Application Deadline	<ul style="list-style-type: none"> <li>● Applications are received during the last 7 days of each month from January, 2018. (e.g., January 25 through January 31, 2018)</li> <li>● 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.</li> </ul>

	<ul style="list-style-type: none"> <li>● This job opening will close when the position is filled.</li> <li>● Application documents, arriving after the position is filled, will be returned unopened.</li> </ul>
Selection Process	<ul style="list-style-type: none"> <li>● Documents' evaluation result will be notified via e-mail within 3 weeks after the end of the month of application arrival.</li> <li>● Only shortlisted candidates will be interviewed. This interview may include presentation by the applicant. For applicants residing overseas, the on-line interview may be arranged.</li> </ul>
Additional Information	<ul style="list-style-type: none"> <li>● Job title may be subject to change on account of the candidate's previous experiences and academic degree.</li> <li>● Travel and accommodation expenses necessary for interviews are to be paid by the applicant.</li> <li>● Submitted application documents will not be returned.</li> <li>● Submitted application documents will only be used for this recruitment.</li> <li>● 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></li> <li>● Information in this document is subject to change.</li> </ul> <p>Inquiries:  Please feel free to contact to the following address, if you have any inquiries about this position, URA duty at Osaka University, and URA office visit, etc.  ura-recruit@lserp.osaka-u.ac.jp</p>