

**Graduate School of Arts and Sciences, The University of Tokyo**

**Recruitment Information for Project Academic Specialist (Fixed-Term, Part-Time Project Staff)**

1.	Title and Hiring Numbers	Project Academic Specialist One Person
2.	Term of Employment	Nov. 1, 2021 to Mar. 31, 2022
3.	Renewal of Contract	Not renewable
4.	Probation Period	14 days from the date of employment
5.	Place of Work	Graduate School of Arts and Sciences, The University of Tokyo (3-8-1 Komaba, Meguro-ku, Tokyo)
6.	Affiliation	Graduate School of Arts and Sciences, Department of Basic Science * Your affiliation may be changed subject to necessity of the business.
7.	Contents of Work Duties	Appointees will be engaged in the synthesis and characterization of topologically unique polymers and evaluation of their properties. Appointees will mainly conduct a collaborative project with Daikin Industries, Ltd.
8.	Working Hours	5 days per week (Monday to Friday) 7 hours per day (10:00 to 18:00 *Rest time: 12:00 to 13:00)
9.	Days off	Saturdays, Sundays, Holidays, and the year-end and New Year holidays (December 29 to January 3)
10.	Leave	Annual Paid Leave, Special Leave, etc.
11.	Wages, etc.	Hourly wage will be more than JPY 1500 (Monthly equivalent of about JPY 250,000 or more). *The actual amount will be decided taking your qualifications, capacity, experience etc. into account. Commuting Allowance (basically up to JPY 55,000).
12.	Insurance	You will be enrolled in Health Insurance, Welfare Pension Insurance, and Unemployment Insurance in accordance with the applicable laws and ordinances.
13.	Qualification Requirements	<ol style="list-style-type: none"> <li>1) The applicants should be aware of the public nature of the University of Tokyo and be able to engage in research with a sense of mission of The University of Tokyo. Applicants do not need to have a doctoral degree to apply.</li> <li>2) The applicants should be able to engage in a university-corporate collaborative project* with a sense of responsibility.</li> <li>3) The applicants should have experience in organic and polymeric synthesis, characterization, and evaluation of properties of organic and polymeric materials.</li> <li>4) The applicants should be able to operate a PC with basic softwares (Word, Excel, PowerPoint, ChemDraw, etc).</li> <li>5) The applicants should be cooperative, respectful of teamwork, and able to communicate appropriately.</li> </ol> <p>*A collaborative project based on the Daikin-UTokyo Collaboration Agreement. The most significant feature of this agreement is that it aims to create unprecedented ways of working and career paths by promoting human resource exchange at all levels in various departments of The University of Tokyo and Daikin Industries, Ltd. In this recruitment, we are looking for a person who can engage in this collaborative project</p>

		with a sense of responsibility ( <a href="https://daikin-utokyo-lab.jp/en/overview">https://daikin-utokyo-lab.jp/en/overview</a> ).
14.	Documents to be Submitted	<p>1) Curriculum Vitae The University of Tokyo standard CV format can be downloaded via the below URL (The University of Tokyo Standard Resume Format). <a href="https://www.u-tokyo.ac.jp/en/about/jobs.html">https://www.u-tokyo.ac.jp/en/about/jobs.html</a></p> <p>2) Cover letter</p> <p>3) Publication list</p> <p>4) Outline of your previous research and your motivation for applying this position (no more than one A4 sheet in total)</p>
15.	Submission Method	<p>Upload the electronic file of above documents using the link below. <a href="https://davw03.ecc.u-tokyo.ac.jp/public/nmmsgA1JUcNAGEABOUB62PYSTN7EaPU-nrc6MCAowMMI">https://davw03.ecc.u-tokyo.ac.jp/public/nmmsgA1JUcNAGEABOUB62PYSTN7EaPU-nrc6MCAowMMI</a></p> <p>*Please contact us if you do not receive any response from the University within a few days after you have uploaded the files.</p>
16.	Application Deadline	Applicants should send the above application documents (1-4) by Sep. 24, 2021. All applications will be screened, and only those qualified will be scheduled for interviews (on-site or via Zoom).
17.	Contact	<p>3-8-1 Komaba, Meguro-ku, Tokyo 153-8902</p> <p>Graduate School of Arts and Sciences, Department of Basic Science</p> <p>Dr. Satoshi Honda</p> <p>c-honda[at]mail.ecc.u-tokyo.ac.jp (Please replace [at] with @ before using the above email address)</p>
18.	Name of Recruiter	The University of Tokyo
19.	Other	<p>Personal information obtained will only be used for recruitment purposes.</p> <p>We welcome proactive application from women in accordance with “The University of Tokyo, Declaration for Promoting Gender Equality (March 3, 2009).”</p>